REPORT RESUMES

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JOB BRIEFS, SELECTED FEDERAL JOBS--DUTIES, QUALIFICATION REQUIREMENTS, SAMPLE TEST QUESTIONS.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.
OFFICE OF ECONOMIC OPPORTUNITY, WASHINGTON, D.C.

PUB DATE 66
EDRS PRICE MF-$0.50 HC-$2.88 70P.

DESCRIPTORS- *WHITE COLLAR OCCUPATIONS, WAGES, FEDERAL GOVERNMENT, *BLUE COLLAR OCCUPATIONS, APTITUDE TESTS, *GOVERNMENT EMPLOYEES, *OCCUPATIONAL INFORMATION, EMPLOYMENT QUALIFICATIONS, *TESTS, EMPLOYMENT OPPORTUNITIES, JOB SKILLS,

INFORMATION ABOUT JOBS IN THE FEDERAL GOVERNMENT FOR PERSONS WITH LIMITED WORK EXPERIENCE OR EDUCATION IS PROVIDED. JOB BRIEFS DESCRIBING THE WORK, OPPORTUNITIES, NUMBER EMPLOYED, EMPLOYING AGENCIES, AND QUALIFICATIONS ARE GIVEN FOR (1) 19 WHITE COLLAR AND POST OFFICE JOBS SUCH AS CLERK-TYPIST, CLERK-STENOGRAPHER, NURSING ASSISTANT, SOIL CONSERVATION AID, AND MAIL HANDLER, AND (2) 27 WAGE BOARD JOBS SUCH AS APPRENTICE, AGRICULTURAL RESEARCH HELPER, ANIMAL CARETAKER, CARPENTER, FORKLIFT OPERATOR, FOOD SERVICE WORKER, LAUNDRY WORKER, MACHINIST, PACKER, PAINTER, PLUMBER, TRUCK DRIVER, WAREHOUSEMAN, AND WELDER. ALSO INCLUDED ARE (1) SAMPLE TEST QUESTIONS FOR BOTH WHITE COLLAR AND WAGE BOARD EXAMINATIONS, (2) POLICIES RELATIVE TO HIRING, WAGES, AND QUALIFICATION EXAMINATIONS, (3) A LIST OF CIVIL SERVICE REGIONAL OFFICES, AND (4) CLASSIFICATION ACT SALARY RATES FOR MARCH, 1966. (JM)

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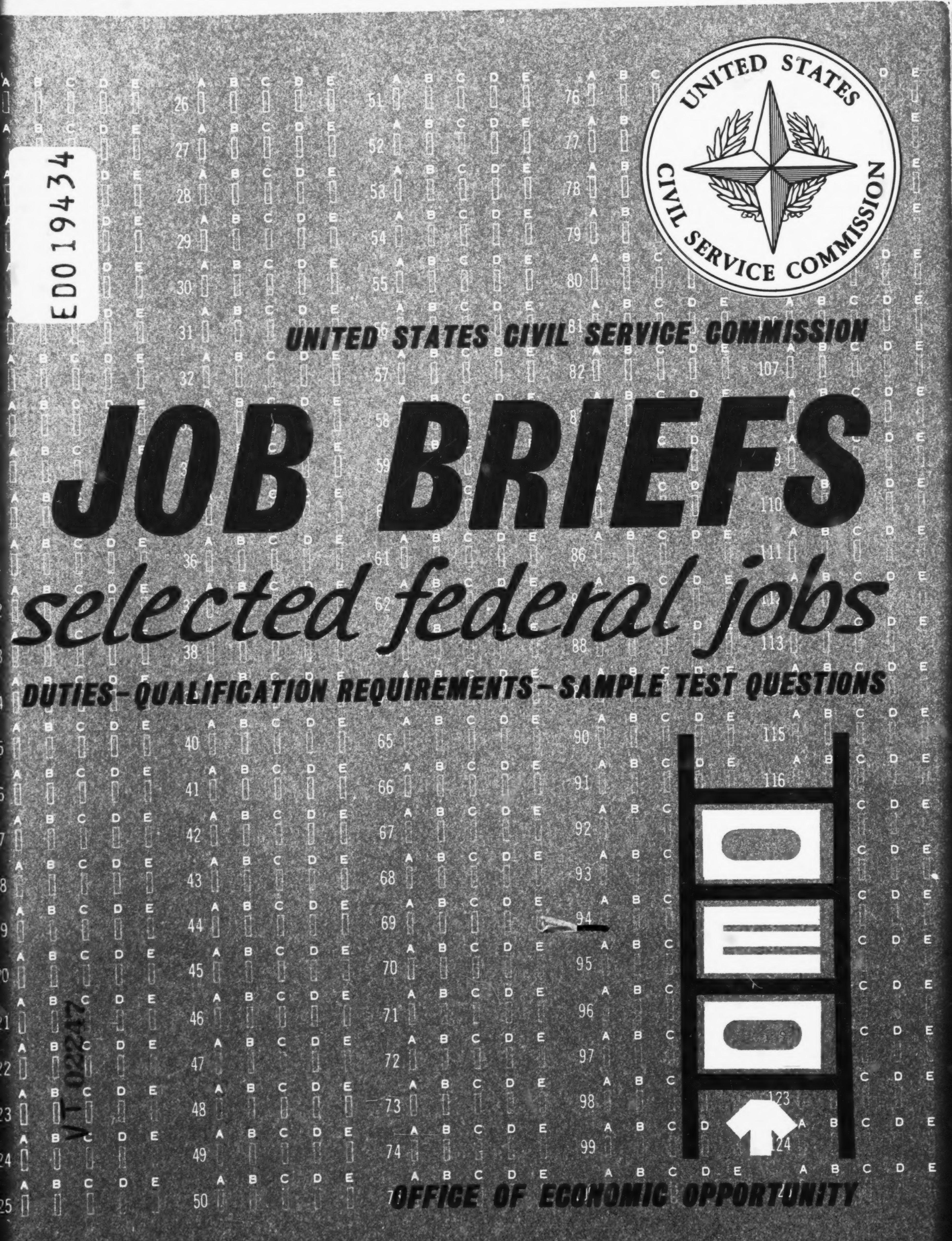

UNITED STATES CIVIL SERVICE COMMISSION

JOB BRIEFS

selected federal jobs

DUTIES–QUALIFICATION REQUIREMENTS–SAMPLE TEST QUESTIONS

VT 002247

OFFICE OF ECONOMIC OPPORTUNITY

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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UNITED STATES CIVIL SERVICE COMMISSION

JOB BRIEFS

selected federal jobs

DUTIES–QUALIFICATION REQUIREMENTS–SAMPLE TEST QUESTIONS

OFFICE OF ECONOMIC OPPORTUNITY

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INTRODUCTION

This pamphlet has been developed for the purpose of furnishing information as to the kinds of jobs in the Federal government for which applicants who have had a limited opportunity to gain significant work experience, training, or education may qualify. Jobs that require a college education or equivalent experience are not included here.* A number of "blue collar" jobs are described here, however, e.g., Plumber, Machinist, Electronic Mechanic, which require considerable experience and training at the journeyman level. This is because there may be job vacancies in these trades at the helper or apprentice level that require little or no experience or training.

A word of caution must be given here. The inclusion of an occupation in this pamphlet does not necessarily mean that there are current openings in that occupation. The manpower needs of the Federal service must of necessity change to meet the program needs of the Government. Recruiting needs change to keep pace with technological changes. Manpower needs also vary widely from one geographic area to another. For these reasons we have not said too much about chances for employment in a particular occupation.

However, it should be noted that there is a continuing need in the Washington, D.C., area for well qualified Typists and Stenographers. Card Punch Operators are in short supply in some parts of the country, particularly California. There is also a need for Nursing Assistants in many Veterans Administration and other government hospitals.

For general information about applying for a Civil Service job, what the Government expects of Federal workers, employee benefits, etc., see Civil Service Commission Pamphlet 4, "Working for the U.S.A.," which may be obtained from any Commission office.

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* Information about these jobs is published in the "Federal Career Directory—A Guide for College Students", which may be purchased for 60 cents from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

USING THE JOB BRIEFS

Each of the job briefs that follow describes in a few sentences and in general terms what people in the occupation do; what opportunities there are in the job; how many people the Federal government employs in the occupation; what agencies or departments are the main employers; and what the qualification requirements generally are.

JOB DESCRIPTIONS

The purpose of the job descriptions is to give some general idea of what the job is like. However, individual jobs in an occupation may differ considerably from how they are described here. For example, the duties of a Carpenter in a Naval Shipyard are quite different from those of a Carpenter employed in a Veterans Administration Hospital. Examination announcements, whenever they are issued to cover a particular job, provide fuller information about the duties of the job.

JOB OPPORTUNITIES

The Federal Government is the largest single employer in the Nation, with thousands of different kinds of jobs in thousands of locations. Uncle Sam has much to offer the young person looking for a good job. The work the Government does is of critical importance to every American citizen. To be a part of this important work, to contribute toward accomplishing the mission of a Federal agency, is stimulating and satisfying. Many people consider this the greatest attraction of a career in Government.

None of the jobs listed in this pamphlet is restricted to either men or women. Under the civil service merit system, appointments to jobs are made on the basis of ability to do the work. All qualified applicants receive consideration for appointment without regard to sex, race, religion, color, national origin, politics, or any other nonmerit factor. This is not only a democratic way to fill jobs, but a way to make sure that only the most competent persons available are hired.

As is noted above, with the exception of a few briefs, little information is given about the chances for employment in the various jobs. The situation with respect to the various jobs differs widely in localities throughout the country and is continually changing. In some areas, the number of qualified persons applying for a particular job may greatly outnumber the vacancies. Examinations for this position in these localities would then be announced infrequently and kept open for only a short period of time. Competitors who only met the minimum qualification requirements for the position as described in the "job brief" would then have only a poor chance for early consideration for appointment.

In other areas there may be a shortage of qualified applicants for the same job. In these cases the examination announcement for the job would be kept open for long periods of time and applicants who met the minimum requirements would have a good chance for early consideration for appointment.

The U.S. Civil Service Commission's regional office that covers the area in which the person is interested should be contacted about opportunities for employment in a particular job. Page 3 gives the addresses of the Commission's ten regional offices and the states they cover. Persons writing should always mention the kind of work in which they are interested and the area where they would like to work.

PAY

The Federal Government is a good, progressive employer. Pay for most jobs compares favorably with salaries for similar work in private employment. Employees have a chance to work up to better paying jobs. Many people who now hold important Federal positions began their careers in jobs such as this pamphlet describes.

Classification Act (white collar) jobs are graded by number according to how difficult the work is, starting with grade GS-1. Each grade has a set salary range which applies to the entire country. The entrance pay for a job, with rare exceptions, is the minimum rate of that grade, regardless of where the job is located. The current pay rates for white collar jobs are given on page 4.

Post Office workers are paid under a separate salary schedule. Jobs are also graded by number according to how difficult the work is, starting with PFS-1. Each grade has a set salary range with beginning workers paid at the first step.

Wages for trades and labor positions (blue collar) are set from time to time to bring them into line with the wages paid by private employers for similar work *in the same area*. The range of wage rates given here are only approximate and the actual wage rates for particular jobs in various areas of the country may be lower or higher than that given here. For example, the hiring rates for Laborer may be $1.60 in Macon, Georgia, and $2.60 in Detroit, Michigan.

The actual salary or wage rate of a job is always given in the examination announcement.

QUALIFICATION REQUIREMENTS

Qualification requirements, including the written test, are subject to change as the result of an occupational study, or to meet the conditions of the local labor market, or to meet the particular requirements of local jobs. Therefore, the qualification requirements in an examination announcement for a particular job may be somewhat different from the qualification requirements that are given here for the job.

In evaluating applicants' qualifications, the scores on Tests of General Educational Development (High School Level) may be accepted as equivalent to graduation from high school if the applicant has either (a) made a standard score of 35, or above, on *each* of the five tests in the battery; or (b) made an *average* standard score of 45, or above, on the five tests in the battery.

Training which has been obtained under the Area Redevelopment Act, in Job Corps Centers, Neighborhood Youth Corps and Work Experience projects, or other training programs sponsored or financed under the Economic Opportunity Act, the Manpower Development and Training Act, or under other auspices such as Federal and State agencies, schools, unions, and other organizations will be counted as equal to the appropriate period of experience which the training warrants.

Unpaid experience is given just as much credit as paid experience if it is valuable and pertinent to the position in question.

CIVIL SERVICE REGIONAL OFFICES

For local employment information, contact the U.S. Civil Service Regional Office for your State. Address: Director, ______________________Region, U.S. Civil Service Commission.

REGION	HEADQUARTERS	DIRECTORS	AREA SERVED
Atlanta	Atlanta Merchandise Mart 240 Peachtree Street NW Atlanta, Georgia 30303	Hammond B. Smith	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands
Boston	Post Office & Courthouse Bldg. Boston, Massachusetts 02109	Leonard F. Cronin	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Chicago	Main Post Office Building 433 W. Van Buren Street Chicago, Illinois 60607	Joseph A. Connor	Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin
Dallas	1114 Commerce Street Dallas, Texas 75202	Louis S. Lyon	Arkansas, Louisiana, Oklahoma, Texas
Denver	Building 20, Denver Federal Center Denver, Colorado 80225	William H. Rima, Jr.	Arizona, Colorado, New Mexico, Utah, Wyoming
New York	News Building, 220 E. 42nd Street New York, N.Y. 10017	Lawrence H. Baer	New Jersey and New York
Philadelphia	Customhouse Second & Chestnut Streets Philadelphia, Pa. 19106	Stephen P. Ryder	Delaware, Maryland, Pennsylvania, Virginia, and West Virginia
St. Louis	1256 Federal Building 1520 Market Street St. Louis, Mo. 63103	Albert H. Sonntag	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
San Francisco	Federal Building, Box 36010 450 Golden Gate Avenue San Francisco, Calif. 94102	Asa T. Briley	California, Hawaii, Nevada, and Pacific Overseas Area
Seattle	302 Federal Office Building First Avenue & Madison Street Seattle, Washington 98104	John M. Young	Alaska, Idaho, Montana, Oregon, Washington

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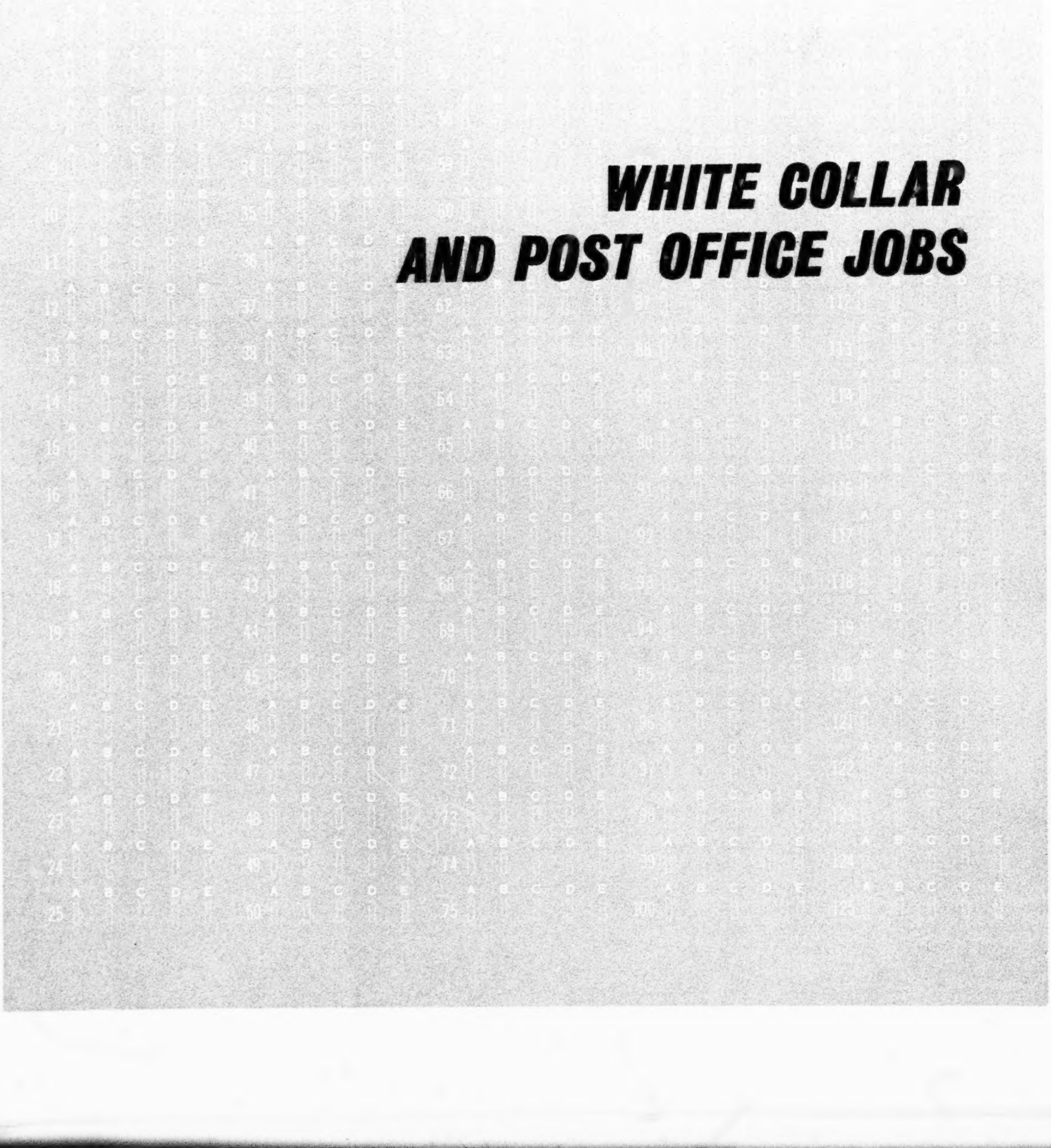
The Washington, D.C. Metropolitan area (including Montgomery and Prince Georges Counties, Maryland; Alexandria and Falls Church cities, and Arlington and Fairfax Counties, Virginia) and overseas areas, except the Pacific, are under the jurisdiction of U.S. Civil Service Commission, Washington, D.C. 20415.

CLASSIFICATION ACT SALARY RATES

The table below shows pay rates in effect in March 1966. Employees whose work is at an acceptable level of competence are granted within-grade raises at the following intervals: every year for the first three rates, every two years for the next three rates, and every three years for any remaining rates. Within-grade increases may be given more frequently to employees who do outstanding work. When an employee is promoted to a higher grade, he must receive a salary increase equaling at least two within-grade increases of the grade from which he is promoted. With rare exceptions, new employees are paid at the lowest rates of the grade.

Grade	Entrance rate	Per annum rates and steps									Amount of Within-Grade Increase
	1	2	3	4	5	6	7	8	9	10	
GS-1	$ 3,507	$ 3,626	$ 3,745	$ 3,864	$ 3,983	$ 4,102	$ 4,221	$ 4,340	$ 4,459	$ 4,578	$119
GS-2	3,814	3,943	4,072	4,201	4,330	4,459	4,588	4,717	4,846	4,975	129
GS-3	4,149	4,289	4,429	4,569	4,709	4,849	4,989	5,129	5,269	5,409	140
GS-4	4,641	4,797	4,953	5,109	5,265	5,421	5,577	5,733	5,889	6,045	156
GS-5	5,181	5,352	5,523	5,694	5,865	6,036	6,207	6,378	6,549	6,720	171
GS-6	5,702	5,894	6,086	6,278	6,470	6,662	6,854	7,046	7,238	7,430	192
GS-7	6,269	6,476	6,683	6,890	7,097	7,304	7,511	7,718	7,925	8,132	207
GS-8	6,869	7,097	7,325	7,553	7,781	8,009	8,237	8,465	8,693	8,921	228
GS-9	7,479	7,733	7,987	8,241	8,495	8,749	9,003	9,257	9,511	9,765	254
GS-10	8,184	8,464	8,744	9,024	9,304	9,584	9,864	10,144	10,424	10,704	280
GS-11	8,961	9,267	9,573	9,879	10,185	10,491	10,797	11,103	11,409	11,715	306
GS-12	10,619	10,987	11,355	11,723	12,091	12,459	12,827	13,195	13,563	13,931	368
GS-13	12,510	12,945	13,380	13,815	14,250	14,685	15,120	15,555	15,990	16,425	435
GS-14	14,680	15,188	15,696	16,204	16,712	17,220	17,728	18,236	18,744	19,252	508
GS-15	17,055	17,645	18,235	18,825	19,415	20,005	20,595	21,185	21,775	22,365	590
GS-16	19,619	20,297	20,975	21,653	22,331	23,009	23,687	24,365	25,043		678
GS-17	22,217	22,994	23,771	24,548	25,325						777
GS-18	25,382										

WHITE COLLAR AND POST OFFICE JOBS



CLERK-TYPIST GS-2

WHAT THE JOB IS LIKE

Clerk-Typists type from written, printed, or similarly prepared copy that is in rough draft, corrected, or finished form. At higher grades some type directly from material recorded on a disc, tape, cylinder, or similar device as the recorded material is reproduced by means of a transcribing machine. Clerk-Typists also usually perform such clerical duties as indexing, filing, and maintaining records; receiving and routing mail; and other office functions.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 70,000 Clerk-Typists (mostly at grades GS-2 and GS-3) in all agencies throughout the United States. There is a continuing need for Clerk-Typists in Washington, D.C., and the chances for appointment in this area are good, particularly for applicants who score above 80 in the test. The demand in other parts of the country varies greatly.

PAY

Grade GS-2 is the usual entry level for Clerk-Typists. In some few areas of the country, however, there may be examinations announced at the GS-1 level with lower qualification requirements. Clerk-Typists who perform satisfactorily may be eligible for promotion to higher grade Clerk-Typist, Clerk-Dictating Machine Transcriber, or Clerk positions.

QUALIFICATION REQUIREMENTS

For grade GS-2 applicants must have either:

1) Graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction); *or*
2) 6 months experience which included typing.

In addition, applicants will be required to pass a typing test. Applicants will also be required to pass tests covering verbal abilities, clerical aptitude, and ability to perform arithmetic. Administration of the tests requires about 2 hours.

Questions in the written test may be similar to questions 1-11 on page 21; questions 14 and 15 on page 22; questions 41-50 on page 23; questions 69 to 79 on pages 23 and 24; and the Plain Copy Test on page 30.

CLERK-STENOGRAPHER GS-3

WHAT THE JOB IS LIKE

Clerk-Stenographers take and transcribe dictation using any system of shorthand notes. They may also take and transcribe non-verbatim summary notes of meetings or conferences. Clerk-Stenographers usually perform clerical work in addition to their stenography duties.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 51,000 Clerk-Stenographers (mostly at grades GS-3 and 4) in almost all agencies throughout the United States. There is a continuing need for Clerk-Stenographers in the Washington, D.C., area. The demand in other parts of the country varies greatly.

PAY

Grade GS-3 is the usual entry level for Clerk-Stenographers. In some few areas of the country, however, there may be examinations announced at the GS-2 level with lower qualification requirements. Clerk-Stenographers who perform satisfactorily may be eligible for promotion to higher grade Clerk-Stenographer, Clerk, or Secretary positions.

QUALIFICATION REQUIREMENTS

For grade GS-3 applicants must have either:

1) Graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction); *or*
2) 6 months of experience which included stenography as a significant part of the work.

In addition applicants will be required to pass typing and stenography tests. Applicants will also be required to pass tests covering verbal abilities, clerical aptitude, and ability to perform arithmetic. Administration of the tests requires about 2 hours.

Questions in the written test may be similar to questions 1-11 on page 21; questions 14 and 15 on page 22; questions 41-50 on page 23; questions 69 to 79 on pages 23 and 24; the Plain Copy Test on page 30; and the Stenography Test on pages 30 and 31.

CLERK GS-1/3

WHAT THE JOB IS LIKE

Clerks perform any number of a wide variety of duties. Among the basic duties Clerks may perform are: searching for and compiling information; indexing, filing, and maintaining records; receiving and routing mail; answering inquiries orally or by letter; coding information for mechanical tabulation; maintaining time, leave, payroll, personnel, retirement, or other records; and other similar duties.

WHERE THE JOBS ARE LOCATED

The Federal Government employs a large number of clerks in almost all agencies throughout the United States. There are a large number of people who are interested in this kind of work and who meet the qualification requirements; therefore, competition is keen.

PAY

Clerks may be started in any number of fields in any grade from GS-1 through GS-3, depending on the difficulty and responsibility of the work. The Clerk position is the basic training ground for many other jobs in over 30 different occupational fields, e.g., personnel, mail and file, voucher examining, payroll, purchasing, supply, etc. Clerks who perform satisfactorily may be eligible for promotion to higher grade positions in any number of different occupational fields.

QUALIFICATION REQUIREMENTS

For grade GS-1 no experience or training is required. However, very few examinations are announced for grade GS-1 Clerk positions.

For grade GS-2 applicants must have either:

1) Graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction); *or*
2) 6 months of clerical or office work of any kind in which they have demonstrated the ability to perform satisfactorily.

For grade GS-3 applicants must have either:

1) 1 academic year of business or secretarial school, junior college, or college which is in addition to graduation from high school; *or*
2) 1 year of clerical or office work of any kind in which they have demonstrated the ability to perform satisfactorily at the grade level of the position.

In addition, all applicants are required to pass written tests covering (1) verbal abilities, and (2) clerical abilities, e.g., alphabetizing, arithmetic computation.

Questions in the written test may be similar to questions 1-11 on page 21; questions 14 and 15 on page 22; questions 41-50 on page 23; and questions 69 to 79 on pages 23 and 24.

MESSENGER GS-1/2*

WHAT THE JOB IS LIKE

Messengers receive, deliver and collect incoming and outgoing mail including correspondence, memoranda, publications, documents, records, files, packages and other administrative material. Some positions may involve the collection and delivery of security classified material.

In connection with the performance of their regular duties, messengers may be required to perform light manual or mechanical work, simple office tasks, or drive a Government-owned automobile, light truck, motorcycle or motor scooter.

WHERE THE JOBS ARE LOCATED

The Federal Government employs about 1,700 Messengers in almost all agencies throughout the United States.

PAY

Messengers are generally classified at the grade GS-1 or GS-2 level. Messengers who perform satisfactorily may be eligible for promotion to Supervisory Messenger or other more responsible clerical positions at a higher grade.

QUALIFICATION REQUIREMENTS

For grade GS-1 no experience or training is required.

For grade GS-2 applicants must have either:

1) 6 months experience in messenger or general clerical work; *or*
2) 6 months supervisory experience over at least three employees in any field of work; *or*
3) graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

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*Appointment to these positions is restricted to persons entitled to veterans preference. In the absence of such persons, other applicants will be considered on the basis of their written test scores.

In addition all applicants will be required to pass a written test which will consist of two parts: 1) memory for names and locations, and 2) knowledge of the meaning of words.

Questions in the written test may be similar to questions 1 through 6 on page 21 and questions 17-40 on page 22.

For those positions requiring the operation of Government-owned automotive equipment, applicants will be required to pass a practical road test driving the appropriate type of vehicle. Also, applicants cannot be permitted to operate Government-owned vehicles unless they possess a valid State driver's license. They may be required to have such a license or to obtain one within 30 days after entry on duty.

CARD PUNCH OPERATOR GS-2/3

WHAT THE JOB IS LIKE

Card Punch Operators perform work involving the operation of keyboard-equipped key punch or verifying machines to record alphabetic and/or numeric data on tabulating cards or to verify the recording of data punched into such cards, or both. They also perform related duties. At grade GS-3, the duties may involve supervising lower grade operators.

WHERE THE JOBS ARE LOCATED

There are approximately 12,200 Card Punch Operators employed by almost all agencies of the Federal Government throughout the United States. In some parts of the country, particularly California, qualified Card Punch Operators are in short supply and chances for early consideration for appointment are good.

PAY

Card Punch Operators are generally classified at the grade GS-2 or GS-3 level. Operators who perform satisfactorily may be eligible for promotion to more responsible clerical or supervisory positions.

QUALIFICATION REQUIREMENTS

For grade GS-2 applicants must either:

1) Pass an appropriate performance test; or
2) Have had 6 months of experience as a Card Punch Operator; *or*
3) Have completed a specialized course of instruction in the operation of a key punch machine *plus either one* of the following:
    a. 3 months of office experience, *or*
    b. graduation from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

For grade GS-3 applicants must pass an appropriate performance test and have had either:

1) 1 year of office experience of which at least 6 months was experience as a Card Punch Operator; *or*
2) 1 academic year of business or secretarial school or junior college.

In addition, applicants for both grades GS-2 and GS-3 will be required to pass a written test covering (a) verbal abilities and clerical abilities (alphabetizing and arithmetic) and (b) eye-hand coordination and perception of differences.

Questions in the written test may be similar to questions 1-6, 9-11, 14 and 15 on pages 21 and 22; questions 69-71 on page 23; questions 76-79 on page 24; the Gross Dexterity Test on page 27; the Alphabetic Keyboard Test on page 29; and questions 21 and 22 on page 31.

ELECTRIC ACCOUNTING MACHINE OPERATOR GS-2/3

WHAT THE JOB IS LIKE

Electric Accounting Machine Operators set up and operate electric accounting machines such as sorters, interpreters, collators (for separating specific cards), etc. Operators also perform related clerical tasks such as filing, posting, and checking.

WHERE THE JOBS ARE LOCATED

There are approximately 5,800 Electric Accounting Machine Operators (about 2,100 at grades GS-2 and GS-3) employed by almost all agencies of the Federal Government throughout the United States.

PAY

At the grades GS-2 and GS-3 levels Electric Accounting Machine Operators perform the simpler tasks and generally receive some on-the-job training. Operators who perform satisfactorily may be eligible for promotion to more responsible and difficult Electric Accounting

Machine positions at grades GS-4 and GS-5. Some of the positions at the higher levels also include supervisory duties.

QUALIFICATION REQUIREMENTS

For grade GS-2 applicants must have either:

1) 6 months of experience in the operation of electric accounting machines; *or*
2) completed a specialized course of instruction in the operation of electric accounting machines *plus either one* of the following:
   a. 3 months of office experience, *or*
   b. graduation from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

For grade GS-3 applicants must have either:

1) 1 year of office experience of which at least 6 months was experience in the operation of electric accounting machines. At least 3 months of the experience must have been in setting up electric accounting machines for operation including the wiring of plug boards and control panels from prescribed wiring diagrams, the setting of various control devices on the machines, the conducting of tests using test decks and other procedures to determine proper functioning of machines, and, when applicable, accuracy of wiring; *or*
2) 1 academic year of business or secretarial school or junior college which included training in the operation of electric accounting machines.

In addition, applicants for both grades GS-2 and GS-3 will be required to pass a written test covering (a) verbal abilities and clerical abilities (alphabetizing and arithmetic) and (b) eye-hand coordination and perception of differences.

Questions in the written test may be similar to questions 1-6, 9-11, 14 and 15 on pages 21 and 22; questions 69-71 on page 23; questions 76-79 on page 24; questions 91 and 92 on page 27; the Gross Dexterity Test on page 27; and questions 21 and 22 on page 31.

OFFICE MACHINE OPERATOR GS-2/3

WHAT THE JOB IS LIKE

Office Machine Operators perform work involved in the operation of one or more types of office imprinting (including embossing), duplicating, or reproducing machines, or work involved in the operation of miscellaneous office machines or equipment when the work is performed in an office or clerical situation.

The most common types of machines used in Government offices include: Graphotype machines; addressing machines; stencil and fluid process duplicating machines (Mimeograph, Ditto, Hectograph); transfer posting machines; offset duplicating machines; "transfer and dry process" photocopying machines (such as Autostat, Verifax, Thermo-fax, Transcopier, Photostat, Instant Copier, Xerox, etc.); blueprint and whiteprint (Diazo process) machines; microfilm machines, etc.

The miscellaneous office equipment operated may include such devices as sealing machines; folding machines; punching, stapling, and stitching machines; inserting machines; embossograf presses; package typing machines; coin-counting machines; and similar machines associated with office operations.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 1,400 Office Machine Operators in various agencies throughout the United States.

PAY

Office Machine Operators are generally classified at the grade GS-2 or GS-3 level. Operators who perform satisfactorily may be eligible for promotion to more responsible positions.

QUALIFICATION REQUIREMENTS

For grade GS-2 applicants must have either:

1) 6 months of experience operating any office machine; *or*
2) completed a specialized course of instruction in the operation of office machines *plus either one* of the following:
   a. 3 months of office experience, *or*
   b. graduation from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

For grade GS-3 applicants must have had either:

1) 1 year of office experience of which at least 6 months was experience in operating any office machine; or
2) 1 academic year of business or secretarial school or junior college which included training in the operation of office machines.

In addition, applicants for both grades GS-2 and GS-3 will be required to pass a written test covering (a) verbal abilities and clerical abilities (alphabetizing and arithmetic) and (b) eye-hand coordination and perception of differences.

Questions in the written test may be similar to questions 1-6, 9-11, 14 and 15 on pages 21 and 22; questions 69-71 on page 23; questions 76-79 on page 24; the Gross Dexterity Test on page 27; and questions 21 and 22 on page 31.

TELETYPIST GS-3

WHAT THE JOB IS LIKE

At the grade GS-3 level Teletypists receive messages, distribute and route simple messages, and transmit simple messages over a single circuit. At this level Teletypists may also receive on-the-job training in the operation of teletypewriter equipment and in learning the basic knowledges related to teletype communication at higher levels.

WHERE THE JOBS ARE LOCATED

There are approximately 2,300 Teletypists (about 165 at grade GS-3) employed by the Federal government throughout the United States. The largest employers of Teletypists are the Departments of the Army, Navy, and Air Force, and the Federal Aviation Agency.

PAY

Grade GS-3 is both a trainee and limited performance level. As trainees gain experience and perform satisfactorily, they may receive promotions to higher grades.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-3 must pass a performance test on a typewriter-type keyboard and have either:

1) 1 year of office experience of which at least 6 months is experience as a typist, alphabetic keypunch operator, or other work which provided skill in the use of a typewriter-type keyboard; or experience of any type which provided knowledge of wire communications procedures, or
2) 1 academic year of business or secretarial school or junior college.

In addition, applicants will be required to pass a written test covering (a) verbal abilities and clerical abilities (alphabetizing and arithmetic) and (b) eye-hand coordination and perception of differences.

Questions in the written test may be similar to questions 1-6, 9-11, 14 and 15 on pages 21 and 22; questions 69-71 on page 23; questions 76-79 on page 24; the Gross Dexterity Test on page 27; the Alphabetic Keyboard Test on page 29; and questions 21 and 22 on page 31.

TELEPHONE OPERATOR GS-2/3

WHAT THE JOB IS LIKE

Telephone Operators GS-2 perform routine operating duties after learning, as necessary, the basic operations of either the traditional cord-type or the newer console-type telephone switchboard equipment. This work includes the placing and receiving of local and long-distance calls and other kinds of work which are commonly found in a telephone exchange, sometimes including the furnishing of simple routine information relating to telephone numbers, extensions, etc.

Telephone Operators GS-3 place and receive a variety of local, long-distance, information and emergency type telephone calls. These Operators are skilled all-around Operators who function at either multiple or non-multiple cord-type or console-type switchboards. In some instances Operators at grade GS-3 supervise a few other employees.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 6,700 Telephone Operators in almost all agencies throughout the United States.

PAY

Telephone Operators are generally classified at the grade GS-2 or GS-3 level. Telephone Operators who perform satisfactorily may be eligible for promotion to Telephone Supervisor positions at higher grade levels.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-2 must have either (a) 6 months of experience as a Telephone Operator in a central telephone office or on a switchboard in a business or Government establishment or in a private branch exchange, provided that such experience was gained on a switchboard that had at least 25 working lines; or (b) graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

Applicants for grade GS-3 must have 1 year of experience as described in (a) above.

All applicants will be required to pass a written examination designed to measure their aptitude for performing the duties of Telephone Operator. The examination will be divided into a test of clerical abilities, e.g., alphabetizing, basic arithmetic computations, and a test of verbal abilities, and a test of accuracy in hearing and remembering numbers.

Questions in the written test may be similar to questions 1-11 on page 21; questions 14 and 15 on page 22; questions 41-50 on page 23; questions 69-75 on pages 23 and 24; all of page 28; and questions 41-50 on page 32.

NURSING ASSISTANT GS-2

WHAT THE JOB IS LIKE

The GS-2 Nursing Assistant position is a trainee position in which trainees receive classroom instruction and supervised ward practice from professional Nurses. They acquire basic knowledge and skill in caring for patients with various illnesses. They learn to safeguard the welfare of patients and to perform and record many services for patients such as 1) bathing patients and performing other hygienic and comfort measures; 2) taking and recording temperature, pulse and respiration; 3) applying simple dressings; 4) giving uncomplicated treatments; and 5) assisting the professional Nurse and the Physician with procedures and examinations.

Nursing Assistants also learn to give reassurance and sympathetic understanding to patients and to become a member of the nursing team which plans total nursing care of patients. They gain skill in helping patients adjust to their disabilities, and, to the greatest possible extent, return to their normal way of living. In psychiatric services trainees learn about the behavior of patients with mental illness; to observe, report and record changes in behavior; and to participate in stimulating and redirecting patients' activities.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 36,000 Nursing Assistants (about 3,700 at the grade GS-2 level). Of these, about 28,700 work in Veterans Administration hospitals throughout the United States. In a number of locations throughout the country there is a continuing need for Nursing Assistants. In these areas chances for early consideration for appointment are good.

PAY

Grade GS-2 is a trainee level. As trainees gain experience and perform satisfactorily, they may be promoted to higher grade positions where they will be given assignments of increased responsibility for promoting the patients' physical and mental welfare.

QUALIFICATION REQUIREMENTS

In most examinations for grade GS-2 no experience or training is required.

In some few examinations applicants must have either 1) 6 months of experience which has either a) provided the applicant with some knowledge of the nursing, hospital, medical, dental or scientific laboratory work environment or b) has demonstrated success in dealing with people. This experience may have been gained in such positions as Nursing Aid or Orderly, Ward Clerk, Dental Assistant, or Physical or Biological Science Laboratory Aid; or it may have been gained in positions involving successful dealing with people such as Sales Clerk or Camp Counselor. (Experience such as Janitor, unskilled Laborer, Housekeeper, Maid, Farm Worker, or Factory Worker will not meet this requirement.) or 2) Successfully completed high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

Applicants may also be required to appear for an interview. The purpose of the interview is to observe and evaluate personal qualities essential to the effective performance of the duties of the position.

All applicants must pass a written test designed to measure ability to learn and adjust to the duties of the position.

Questions in the written test may be similar to questions 1-6 and 9-11 on page 21; questions 41-50 on page 23; questions 76-79 on page 24; and the Following Oral Directions Test on the top of page 29.

ENGINEERING AID GS-1/3

WHAT THE JOB IS LIKE

Engineering Aids perform work in support of research, development, test, design, survey, or other engineering functions in one of the branches of engineering such as civil, electrical, mechanical, etc. Typical duties include testing engineering materials; conducting efficiency and performance tests of engineering equipment; performing calculations; setting up and operating laboratory equipment and instruments; and assisting in the preparation of technical reports, specifications, and estimates. At the entry level employees typically work as aids to professional Engineers or high grade Technicians.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 21,000 Engineering Aids and Technicians. About 700 of these positions are at the grades GS-1/3 levels. The largest employers of Engineering Aids are the Departments of the Army, Navy, Interior, Agriculture, and Commerce. Competition is extremely keen for these positions.

PAY

Engineering Aids who perform satisfactorily at grades GS-1, GS-2, and GS-3 may be eligible for promotion to higher grade positions such as Engineering Technician.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-1 must have either a) passed a written test; *or* b) graduated from high school; *or* c) 3 months of appropriate training or experience.

Applicants for grade GS-2 must have either a) 6 months of experience as an aid or technician in engineering work or in an allied field such as a Mathematics Aid, Physical Science Aid, Draftsman, or Laboratory Mechanic; *or* b) graduated from high school in a curriculum which included 1 year of algebra or more advanced mathematics and two half-year courses in other mathematics, natural or physical science, and/or technology (e.g., drafting or surveying).

Applicants for grade GS-3 must have either a) 1 year of work experience as described above; *or* b) successful completion of 1 academic year of education above the high school level that included 12 semester hours in courses such as engineering, drafting, surveying, physical science, or mathematics.

In addition, applicants for grades GS-2 and GS-3 must pass a written test which will require about 2½ hours.

Questions in the written test may be similar to questions 1-6 on page 21; questions 76 to 79 on page 24; questions 86 and 87 on pages 25 and 26; and the Fine Dexterity Test on the bottom of page 27.

ENGINEERING DRAFTSMAN GS-1/3

WHAT THE JOB IS LIKE

Engineering Draftsmen prepare tracings of engineering and architectural drawings. Draftsmen use arithmetical calculations and drafting instruments in making working drawings, assemblies and layouts for various types of equipment. Draftsmen are careful in maintaining uniformity in line weights and widths for similar features, details, and symbols.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 3,800 Engineering Draftsmen (about 240 in grades GS-1/3) throughout the United States. The largest employers are the Departments of the Army, Navy, Air Force, and Interior.

PAY

Grades GS-1/3 are trainee levels. As trainees gain experience and perform satisfactorily, they may receive promotions to higher grades.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-1 must have either a) passed a written test; *or* b) graduated from high school; *or* c) 3 months of appropriate training or experience.

Applicants for grade GS-2 must have either a) 6 months of experience as a Cartographic, Engineering, Statistical or Office Draftsman; *or* b) graduated from high school in a curriculum which included 1 year of algebra or more advanced mathematics and two half-year courses in other mathematics, natural or physical science, and/or technology (e.g., drafting or surveying).

Applicants for grade GS-3 must have either a) 1 year of work experience as described above; *or* b) successful completion of 1 academic year of education above the high school level that included 12 semester hours in courses such as drafting, illustrating, architecture, engineering, physical science, or mathematics.

In addition, applicants for grades GS-2 and GS-3 must pass a written test which will require about 2½ hours.

Questions in the written test may be similar to questions 1-6 on page 21; questions 76 to 79 on page 24; questions 86 and 87 on pages 25 and 26; and the Fine Dexterity Test on the bottom of page 27.

CARTOGRAPHIC AID GS-1/3

WHAT THE JOB IS LIKE

Cartographic Aids perform tasks connected with the construction and revision of maps and charts. As trainees they receive classroom and on-the-job training in the techniques and processes of map and chart making. Tasks which they may perform include gathering information from files, making elementary mathematical computations, plotting reference points on the base map, performing elementary drafting, tracing map detail, cutting templets, indexing aerial photographs, etc.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 2,500 Cartographic Aids (about 240 of these positions are at the grades GS-1/3 levels). The Departments of the Army, Interior, and Agriculture are the largest employers of Cartographic Aids. Relatively few positions are filled each year at these levels and competition is keen.

PAY

Grades GS-1, GS-2, and GS-3 are the trainee levels for Cartographic Aids. As trainees gain experience and perform satisfactorily they will become eligible for more responsible and higher paying positions as Cartographic Aids and Cartographic Technicians.

QUALIFICATION REQUIREMENTS

Generally, the only requirement at the grade GS-1 level is the passing of the written test. However, few appointments are made at this grade.

Applicants for grade GS-2 must have either a) six months of experience which provided some of the basic knowledge or skill involved in one or more of the following: 1) gathering, recording, and assembling data; 2) using scientific instruments to measure angles, heights, depths, and distances; 3) solving mathematics problems requiring use of high school level algebra or trigonometry; 4) drafting; or b) graduated from high school in a curriculum which included 1 year of algebra or more advanced mathematics and two half-year courses in other mathematics, natural or physical science, and/or technology (e.g., drafting or surveying).

Applicants for grade GS-3 must have either a) 1 year of work experience as described above; or b) successful completion of 1 academic year of education above the high school level that included 12 semester hours in courses such as cartography, geography, geology, physics, engineering, drafting, surveying, or mathematics.

In addition, all applicants must pass a written test which will require about 2½ hours.

Questions in the written test may be similar to questions 1-6 on page 21; questions 76 to 79 on page 24; questions 86 and 87 on pages 25 and 26; and the Fine Dexterity Test on the bottom of page 27.

LIBRARY ASSISTANT GS-2/3

WHAT THE JOB IS LIKE

Library Assistants at the grade GS-2/3 levels perform a variety of duties in a library. They must understand and follow procedures and instructions given by a Librarian. For example, Library Assistants put new books on the shelves; return to shelves material that has been used; locate and pull books from shelves to fill reader requests; apply ownership marks to books by pasting in book plates, pockets, and labels, etc.; charge out library material to borrowers; receive returned books and examine for condition; maintain records of borrowers; file catalog cards, charge slips, or other records; keep over-due records and issue overdue notices.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 2,300 Library Assistants (about 430 at the grades GS-2 and GS-3 levels). While these jobs are found in many agencies, the largest employer is the Library of Congress in Washington, D. C. Appointments to these positions may be made from persons who have attained eligibility in the General Clerical Examination.

PAY

Library Assistants who perform satisfactorily at grades GS-2 and GS-3 may be eligible for promotion to more difficult and responsible positions at higher pay.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-2 must have 6 months of general clerical office experience.

Applicants for grade GS-3 must have 9 months of progressively responsible clerical or office work of any kind in which they have demonstrated the ability to perform satisfactorily plus 3 months of experience as a Library Assistant.

Substitution: a) Graduation from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction) may be substituted for 6 months of the required experience and will meet all of the requirements for grade GS-2.

b) The successful completion of one academic year of business or secretarial school, junior college or college which is in addition to graduation from high school is substitutable for one year of general experience and will meet all of the requirements for grade GS-3.

Written Test: In addition, all applicants will be required to pass a written test covering (1) verbal abilities and (2) clerical abilities, e.g., alphabetizing, arithmetic.

Questions in the written test may be similar to questions 1-11 on page 21; questions 14 and 15 on page 22; questions 41-50 on page 23; and questions 69 to 79 on pages 23 and 24.

LOOKOUT GS-3/4
AND FIRE CONTROL AID GS-3/4

WHAT THE JOB IS LIKE

Lookouts are assigned to a lookout station in a forest or range for the purpose of detecting and reporting fires, unusual or suspicious smoke, observing fire behavior and other conditions related to fire occurrence and control. Lookouts may also perform other work in connection with the suppression and control of forest or range fires.

Fire Control Aids perform work in connection with the prevention and control of forest and range fires. They inspect camp grounds and public use areas for compliance with camping and use regulations; help put out fires; and clean up burned areas, fell snags, clear brush, etc. Fire Control Aids receive training in methods of fire fighting and use and maintenance of fire-fighting equipment such as portable pumps, trenchers, power saws, etc.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 2,200 persons in forest and range fire control work (about 1,100 in grades GS-3/4). Almost all Lookouts and Fire Control Aids are employed by the Department of Agriculture.

PAY

Lookouts and Fire Control Aids are employed at the GS-3 and GS-4 grade levels. As they gain experience and perform satisfactorily they may become eligible for more responsible and higher paid forest and range fire control positions such as Tank-Truck Operator, Smokejumper, Fire Prevention Technician, etc.

QUALIFICATION REQUIREMENTS

Applicants for grade GS-3 must have had 2 seasons' experience in any field of forestry or in related fields such as range management, farming, ranching, forest or range fire control work, soil and water conservation activities, or in similar fields, provided the work has provided the applicant some of the basic knowledges required to perform fire control work.

Applicants for Lookout GS-4 must have in addition to the above, one season of experience in actual fire control lookout work.

Applicants for Fire Control Aid GS-4 must have in addition to the above, one season of experience in actual forest or range fire suppression work.

Successful completion of a full 4-year high school course may be substituted for one season of the required experience (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

No written test is required.

SOIL CONSERVATION AID GS-3/4

WHAT THE JOB IS LIKE

Soil Conservation Aids assist Soil Conservationists by gathering information to be used in making or changing farm and ranch plans, and by helping farmers and ranchers establish and maintain sound conservation practices. This work may involve such duties as (1) laying out contours and making surveys with a level; (2) collecting soil samples; (3) assembling information from field notes; (4) explaining and demonstrating conservation methods and practices, such as those involved in terracing, planting trees and various other types of vegetation, woodland improvement and management, the use of different irrigation practices, the installation and use of farm drains, fertilizing land and other land preparation operations, etc.; (5) making farm maps from aerial photographs or land maps; (6) making changes in farm plans; and (7) preparing records.

Soil Conservation Aids constantly meet and work with farmers, ranchers, and other interested individuals and groups and must be able to deal satisfactorily with these persons and the public.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 2,900 Soil Conservation Aids. About 240 of these positions are at the GS-3/4 grade levels. Most Soil Conservation Aids are employed by the Department of Agriculture. Relatively few positions are filled each year at these levels and competition is keen.

PAY

Soil Conservation Aids who perform satisfactorily at grades GS-3 and GS-4 may be eligible for promotion to higher grade positions such as Soil Conservation Technician.

QUALIFICATION REQUIREMENTS

A farm or ranch background is required. Applicants must have lived or worked on a farm or ranch, or have worked with farmers and ranchers long enough to have acquired familiarity with farm or ranch work and problems.

To be eligible for grade GS-3 applicants must have had 1 year of any one or combination of the following kinds of experience:

a) Experience on a soil conservation project, farm or ranch, highway right-of-way, or similar area, where the work involved assisting others in the installation or maintenance of any type of soil and water conservation practice; *or*

b) Engineering experience, such as that gained by a rodman, levelman, transitman, recorder, or chief of party on engineering surveys; *or*

c) Layout and inspection work on field construction projects involving concrete or earthwork structures; *or*

d) Gathering data, compiling data, or similar work either at a soil and water conservation or agricultural research station, or at any field project where the work is performed under similar conditions; *or*

e) Laboratory or field work with soil, including soil analysis and similar works; *or*

f) Farming or ranching, as an owner-operator, tenant, or farm or ranch hand, where the experience shows that the applicant has operated a farm or ranch under a soil and water conservation plan and that he is familiar with the soil and water conservation practices used in the area; *or*

g) Performance of other work which showed a familiarity with soil and water conservation practices.

To be eligible for grade GS-4 applicants must have 1¾ years of any one or combination of the kinds of experience described above and in addition must have 3 months of any one or combination of the following kinds of experience:

a) Experience in a capacity comparable to that of Soil Conservation Aid where the work (1) was performed for the purpose of helping farmers or ranchers install or maintain soil and water conservation practices, or (2) involved the carrying out of some operational part of a soil and water conservation project, plan, or program; *or*

b) Experience as an Engineering Aid or Technician, an Agricultural Aid or Technician, a Forestry Aid or Technician, or as an aid or technician in a field where the work was directly related to one or more of the major phases of soil and water conservation, or where the work can be directly applied to soil and water conservation; *or*

c) Experience where the applicant owned, operated, or assisted in the operation of a farm or ranch, where the applicant actually assisted in laying out, or carrying out, an approved plan of soil and water conservation.

Successful completion of a full 4-year high school course may be substituted for 6 months of the required experience.

No written test is required.

FORESTRY AID GS-3

WHAT THE JOB IS LIKE

Forestry Aids perform a variety of nonprofessional forestry work such as helping in the establishment of experimental plots by measuring and marking boundaries; recording tree species and size; thinning, planting, and pruning trees; enforcing recreational area rules and regulations concerning camping, parking, use of facilities, etc.; keeping records on numbers of visitors, answering questions concerning recreational facilities, and similar work concerned with the protection and care of national forests.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 2,700 Forestry Aids and Technicians (about 370 in grade GS-3) in national forests throughout the United States. The largest employer is the Department of Agriculture.

PAY

The entry level for Forestry Aids is GS-3. Forestry Aids who perform satisfactorily may be eligible for promotion to more difficult and responsible positions at a higher grade.

QUALIFICATION REQUIREMENTS

To qualify for grade GS-3 applicants must have two seasons of at least 3 months each or 1 year experience gained in any field of forestry, such as logging, sawmill operations, forest or range fire control work, or range management activities, or work in similar fields, provided the total experience has been of such nature that it clearly shows that the applicant has acquired, and can use, the basic knowledges and skills required to perform general forestry work at the grade GS-3 level.

This type of experience is normally gained in an actual forestry work environment, or in a related environment, such as on a farm or ranch where conditions are similar, as a member of a logging or woods crew, as a member of a survey party, as an equipment operator (or comparable work) in soil and water conservation activities, etc.

Graduation from high school may be substituted for half of the required experience (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

No written test is required.

SUBSTITUTE POSTAL CLERK PFS-4 AND SUBSTITUTE POSTAL CARRIER PFS-4

WHAT THE JOB IS LIKE

Substitute Clerks handle heavy sacks of letter mail, paper mail, and parcel post weighing up to 80 pounds; and sort and distribute mail to post offices and to carrier routes in accordance with established schemes. They may also perform a variety of services at public windows of post offices, post office branches or stations; and perform related duties as assigned. The work involves continuous standing, throwing of mail, stretching, and reaching.

Substitute Carriers are responsible for the prompt and efficient delivery and collection of mail on foot or by vehicle under varying conditions in a prescribed area or on various routes. They must serve in all kinds of weather and may be required to drive motor vehicles in all kinds of traffic and road conditions and to deliver parcel post from trucks and make collections of mail from various boxes in the city. They may be required to carry on their shoulders loads weighing as much as 35 pounds and to load and unload full sacks of mail from trucks.

The duties of newly appointed Substitute Clerks and Carriers are at times interchangeable. As representatives of the postal service, they must maintain pleasant and effective public relations with patrons and others; and have a general familiarity with postal laws, regulations, and procedures commonly used, and with the geography of the area.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 139,000 City Carriers and Special Delivery Messengers and about 140,000 Postal Clerks. These positions are located in post offices throughout the United States.

PAY

Starting pay for Substitute Clerk and Substitute Carrier is $2.57 per hour. Clerks and Carriers receive periodic pay increases until a maximum of $3.50 per hour is reached. Opportunity for appointment to a Clerk or Carrier position varies greatly throughout the country. In some areas there is a continuing need for qualified persons for these positions and chances for early consideration appointment are good. In other areas the number of persons applying for these positions greatly exceeds the number of jobs available and opportunity for early consideration for appointment is poor.

QUALIFICATION REQUIREMENTS

No experience or training is required.

All competitors will be required to take a written examination designed to test aptitude for learning and performing the duties of these positions. The test subjects will be of the following types: (1) general abilities, (2) following instructions, and (3) address checking.

Applicants who are considered for appointment to a Carrier position that requires the driving of a motor vehicle must have a safe driving record and must pass the Civil Service Road Test to show that they can safely drive a vehicle of the type used on the job. Before being appointed to a Carrier position that requires the operation of a motor vehicle and permitted to drive a Government vehicle as an employee, applicants must possess a valid driver's license from the State in which they live, or in which the post office for which they are applying is located.

Eligibles who live within the area served by a post office may be considered first for vacancies within that post office.

Questions in the written test may be similar to questions on all of page 21; question 16 on page 22; questions 51 to 68 on page 23; questions 76-79 and 82 on page 24; and all of the questions on pages 33, 34 and 35.

MAIL HANDLER PFS-3

WHAT THE JOB IS LIKE

Mail Handlers load, unload, and move bulk mail. They also cancel stamps on packages and letters.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 23,000 Mail Handlers in the larger post offices throughout the country. Because there is no experience or training required for this job and because the written test is not too difficult (it is considerably easier than the written test for Substitute Clerk-Carrier, for example) the competition for these jobs is keen. Examinations are announced less frequently for these jobs than for Substitute Clerk-Carrier.

PAY

Starting pay for Mail Handlers is $2.37 per hour. Mail Handlers receive periodic pay increases until a maximum of $3.25 per hour is reached.

QUALIFICATION REQUIREMENTS

No experience or training is required.

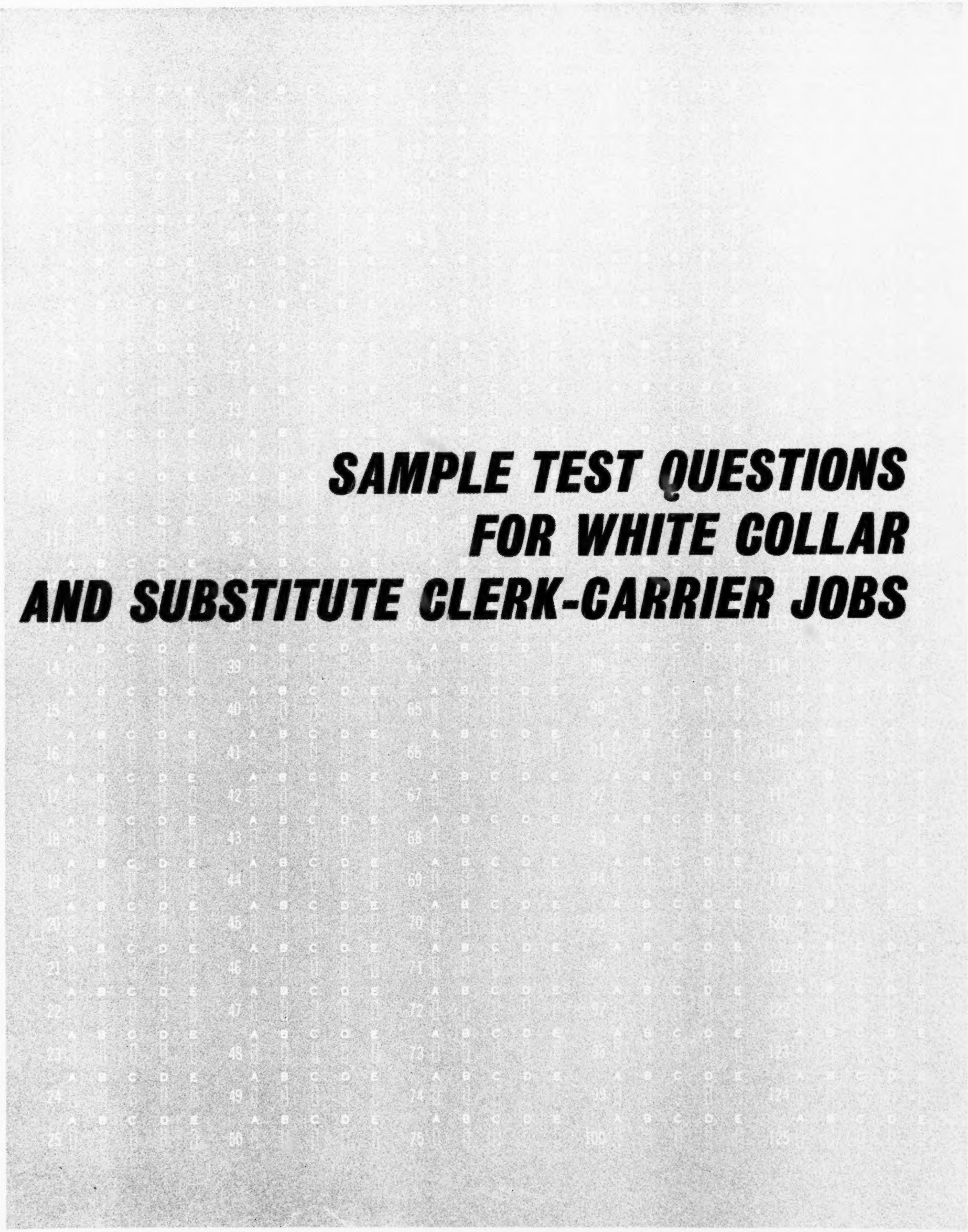
When the Post Office has a job opening, applicants with high ratings who are being considered for appointment will be called for a strength test (in which they will be required to shoulder and carry a mail sack weighing 80 pounds) and possibly additional tests of agility and stamina.

Applicants will be rated on a test of ability to follow oral directions; a test of gross dexterity; a test of understanding of word meanings; and a test of sorting. The tests require about 2 hours.

Eligibles who live within the area served by a post office may be considered first for vacancies within that post office.

Questions in the written test may be similar to questions 1-3 on page 61; questions 35-52 on page 64; and the Following Oral Directions Test on page 66.

SAMPLE TEST QUESTIONS FOR WHITE COLLAR AND SUBSTITUTE CLERK-CARRIER JOBS



VERBAL ABILITIES

See Answer Sheet No. 1, p. 37, for answers to questions in this section.

These are the most widely used of aptitude tests for white-collar jobs. Different levels of difficulty, and sometimes a different emphasis on one special aptitude, are the chief distinctions between tests. Questions 1 through 16 give examples of most verbal abilities questions currently used.

VOCABULARY

Select the answer that best defines the emphasized word.

1. PREVIOUS means most nearly
   - A) abandoned
   - B) former
   - C) timely
   - D) successive
   - E) younger
2. A small crane was used to *raise* the heavy parts. *Raise* means most nearly
   - A) drag
   - B) unload
   - C) deliver
   - D) lift
   - E) guide
3. The reports were *consolidated* by the secretary. *Consolidated* means most nearly
   - A) combined
   - B) concluded
   - C) distributed
   - D) protected
   - E) weighed
4. *Respiration* means most nearly
   - A) dehydration
   - B) breathing
   - C) pulsation
   - D) sweating
5. To ENCOUNTER means most nearly to
   - A) recall
   - B) overcome
   - C) weaken
   - D) retreat
   - E) meet
6. A FUNDAMENTAL point is one that is
   - A) difficult
   - B) drastic
   - C) essential
   - D) emphasized
   - E) final

WORD ANALOGIES

In the following questions, the first two words in capital letters go together in some way. The third word in capital letters is related in the same way to one of the words lettered A, B, C, or D.

7. SPEEDOMETER is related to POINTER as WATCH is related to
   - A) case
   - B) hands
   - C) dial
   - D) numerals
8. CROWD is related to PERSONS as FLEET is related to
   - A) guns
   - B) officers
   - C) navy
   - D) ships

READING COMPREHENSION

9. *(Reading)* "The countries in the Western Hemisphere were settled by people who were ready each day for new adventure. The peoples of North and South America have retained, in addition to expectant and forward-looking attitudes, the ability and the willingness that they have often shown in the past to adapt themselves to new conditions."

   The quotation best supports the statement that the peoples in the Western Hemisphere
   - A) no longer have fresh adventures daily
   - B) are capable of making changes as new situations arise
   - C) are no more forward-looking than the peoples of other regions
   - D) tend to resist regulations
   - E) differ considerably among themselves
10. *(Reading)* "Alertness and attentiveness are qualities essential for success as a telephone operator. The work the operator performs often takes careful attention under conditions of stress."

    The quotation best supports the statement that a telephone operator
    - A) always works under great strain
    - B) cannot be successful unless she memorizes many telephone numbers
    - C) must be trained before she can render good service
    - D) must be able to work under difficulties
    - E) performs more difficult work than do Office Machine Operators
11. *(Reading)* "What constitutes skill in any line of work is not always easy to determine; economy of time must be carefully distinguished from economy of energy, as the quickest method may require the greatest expenditure of muscular effort, and may not be essential or at all desirable."

    The quotation best supports the statement that

A) energy and time cannot both be conserved in the performing of a single task
B) the most efficiently executed task is not always the one done in the shortest time
C) if a task requires muscular energy, it is not being performed economically
D) skill in performing a task should not be acquired at the expense of time
E) a task is well done when it is performed in the shortest time

PROVERBS

12. The saying "One robin does not mean spring" means most nearly
A) Do not be convinced by a single sign.
B) Events have many interpretations.
C) A single stroke fells not the tree.
D) Experience teaches us to judge carefully.
E) All signs fail in dry weather.

JUDGMENT

13. Wood is better than coal for starting a fire because wood
A) is tougher
B) is easily chopped
C) catches fire more easily
D) burns longer
E) is light

GRAMMAR

14. Decide which sentence is preferable with respect to grammar and usage suitable for a formal letter or report.
A) They do not ordinarily present these kind of reports in detail like this.
B) Reports like this is not generally given in such great detail.
C) A report of this kind is not hardly ever given in such detail as this one.
D) This report is more detailed than what such reports ordinarily are.
E) A report of this kind is not ordinarily presented in such detail as this one.

SPELLING

15. Find the correct spelling of the word. If no suggested spelling is correct, the answer is D.
A) athalete
B) athelete
C) athlete
D) none of these

16. For questions like No. 16, select the one city, if any, spelled correctly. If all of the cities are spelled incorrectly, the answer is E.
A) Brocton, Mass.
B) Yeork, Pa.
C) Sou Falls, S. Dak.
D) Mobile, Ala.
E) none of these

CLERICAL ABILITIES

See Answer Sheet No. 1, p. 37, for answers to questions in this section.

Many jobs require the ability to do more or less complex clerical tasks. The testing of such ability is usually done by means of a speed test. Each individual question is a small clerical task, essentially very simple, and the best applicants can be selected by the number of questions they can complete in a limited time, working at their own best speed compatible with accuracy. To avoid tie scores, the test is usually too long for most applicants to finish it. Some of the kinds of questions used are 17 to 71, inclusive.

MEMORY FOR NAMES AND LOCATIONS, OR CODING MEMORY

Each box at the right, labeled A, B, C, D, and E, contains several names. Each question in the test is a name, and the answer to that question is the letter of the box containing that name. In the exam room you will have some time (probably five minutes) to study the names in the test. When you begin to work the questions, you may look back at the boxes as often as you wish, but you will be able to work more quickly if you remember in which box each name is located.

A	Redman Payne Carter Conlow
B	Denton Rayburn Sanford Eastlake
C	Teller Moore Garvey Randall
D	Edison Miller Appleton Loman
E	Wheeler Forest Simmons Camp

17. Conlow
18. Rayburn
19. Eastlake
20. Appleton
21. Teller
22. Simmons
23. Payne
24. Camp
25. Miller
26. Garvey
27. Randall
28. Wheeler
29. Redman
30. Moore
31. Appleton
32. Forest
33. Moore
34. Teller
35. Carter
36. Wheeler
37. Edison
38. Rayburn
39. Loman
40. Sanford

NAME AND NUMBER COMPARISON

In the test that has questions like 41 through 50 below, each question is a line of three names or three numbers that are much alike. Compare the three names or numbers and decide which ones are exactly alike. The answer is

A if ALL THREE names or numbers are exactly ALIKE
B if only the FIRST and SECOND names or numbers are exactly ALIKE
C if only the FIRST and THIRD names or numbers are exactly ALIKE
D if only the SECOND and THIRD names or numbers are exactly ALIKE
E if ALL THREE names or numbers are DIFFERENT

41.	Davis M. Hazen	David M. Hozen	David M. Hazen
42.	Lois Berger Appel	Lois Berger Appel	Lois Berger Apfel
43.	June McPherson Allan	Jane McPherson Allan	Jane McPherson Allan
44.	Annabel K. Dove	Annabel H. Dove	Annabel K. Dove
45.	J. Menninger Baxter	J. Menninger Baxter	J. Menninger Baxter
46.	3449212	3449212	3449112
47.	2153107	2153017	2153117
48.	1023576	1023576	1023576
49.	32614513	32164513	32614513
50.	412893778	412893378	412893378

ADDRESS CHECKING

These questions are in a test for positions in the Postal Service. Sometimes a special answer sheet is used, with spaces A and D only, standing for Alike or Different. The regular answer sheet in this booklet is marked for the following questions. The answer is A if the two addresses are exactly *alike* in every way, and D if they are *different.*

51.	2134 S 20th St	2134 S 20th St
52.	4608 N Warnock St	4806 N Warnock St
53.	1202 W Girard Dr	1202 W Girard Rd
54.	3120 S Harcourt St	3120 S Harcourt St
55.	4618 W Addison St	4618 E Addison St
56.	39-B Parkway Rd	39-D Parkway Rd
57.	6425 N Delancey	6425 N Delancey
58.	5407 Columbia Rd	5407 Columbia Rd
59.	2106 Southern Ave	2106 Southern Ave
60.	Highfalls N C	Highlands N C
61.	2873 Pershing Dr	2873 Pershing Dr
62.	1329 N H Ave NW	1329 N J Ave NW
63.	1316 N Quinn St Arl	1316 N Quinn St Alex
64.	7507 Wyngate Dr	7505 Wyngate Dr
65.	2918 Colesville Rd	2918 Colesville Rd
66.	2071 Belvedere Dr	2071 Belvedere Dr
67.	Palmer Wash	Palmer Mich
68.	2106 16th St SW	2106 16th St SW

ALPHABETIZING

In the next group of sample questions, there is a name in a box at the left, and four other names in alphabetical order at the right. Find the correct space for the boxed name so that it will be in alphabetical order with the others. The letter of that space is the answer.

69. Jones, Jane

A) →
Goodyear, G. L.
B) →
Haddon, Harry
C) →
Jackson, Mary
D) →
Jenkins, William
E) →

70. Kessler, Neilson

A) →
Kessel, Carl
B) →
Kessinger, D. J.
C) →
Kessler, Karl
D) →
Kessner, Lewis
E) →

71. Olsen, C. C.

A) →
Olsen, C. A.
B) →
Olsen, C. D.
C) →
Olsen, Charles
D) →
Olsen, Christopher
E) →

NUMERICAL ABILITY

See Answer Sheet No. 1, p. 37, for answers to the questions on this page.

Numerical aptitude and knowledge are tested where necessary, at many levels, ranging from basic operations and easy word problems in arithmetic to decimals, fractions, and simple algebra.

ARITHMETIC IN A CLERICAL TEST

Do whatever the question says, and find your answer among the list of suggested answers. If the correct answer is not listed, the answer is E.

Answers

72. Add:

$$\begin{array}{r} 22 \\ +\ 33 \\ \hline \end{array}$$

A) 44 B) 45
C) 54 D) 55
E) none of these

73. Subtract:

$$\begin{array}{r} 24 \\ -\ \ 3 \\ \hline \end{array}$$

A) 20 B) 21
C) 27 D) 29
E) none of these

74. Multiply:

$$\begin{array}{r} 25 \\ \times\ \ 5 \\ \hline \end{array}$$

A) 100 B) 115
C) 125 D) 135
E) none of these

75. Divide:

$$6\,\overline{)\,126}$$

A) 20 B) 22
C) 24 D) 26
E) none of these

BASIC OPERATIONS

The easy questions above are the kind used in a speed test. The questions below are a little harder, and most people would have to use a pencil in working them.

Answers

76. Add:

$$\begin{array}{r} 963 \\ 257 \\ 416 \\ \hline \end{array}$$

A) 1,516
B) 1,526
C) 1,636
D) 1,726
E) none of these

Answers

77. Subtract:

$$\begin{array}{r} 33 \\ 8 \\ \hline \end{array}$$

A) 25
B) 26
C) 35
D) 36
E) none of these

78. Multiply:

$$\begin{array}{r} 45 \\ 5 \\ \hline \end{array}$$

A) 200
B) 215
C) 225
D) 235
E) none of these

79. Divide:

$$40\,\overline{)\,1{,}208}$$

A) 3
B) 30
C) 33
D) 40
E) none of these

ARITHMETIC FOR SPECIAL PURPOSES

The exams for certain jobs use practical applications of arithmetic for the duties of the position.

80. Add:
$5.2 + .96 + 47.0 =$
A) 19.5
B) 48.48
C) 53.16
D) none of these

81. 47% of 538 =
A) 11.45
B) 252.86
C) 285.14
D) none of these

82. If 2 men can distribute 7,000 letters in 2 hours, in how many hours would they distribute 17,500 letters, at the same rate?
A) 3 hours
B) 4½ hours
C) 5 hours
D) 10 hours
E) none of these

83. A circular saw cuts 8 boards per minute. If there are 1,440 boards to be cut, the number of *hours* required to cut these boards is
A) 2⅓
B) 2⅔
C) 3
D) 4

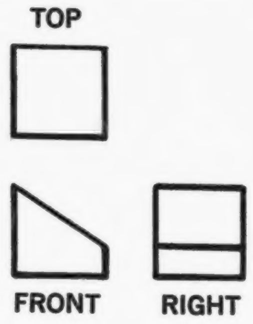
SPATIAL ABILITY

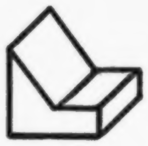
See Answer Sheet No. 1, p. 37, for answers to questions in this section.

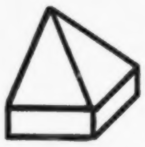
Ability to understand two-dimensional pictures of three-dimensional objects is necessary in many kinds of work. Some machine operators and laboratory technicians must be able to understand diagrams and pictures. A few of the kinds of questions used to test spatial ability are shown here.

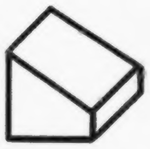
In questions like No. 84, you are to select the one of the drawings of objects, A, B, C, or D, that would have the TOP, FRONT, and RIGHT views shown in the drawing at the left.

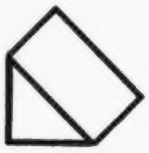
84.




A


B

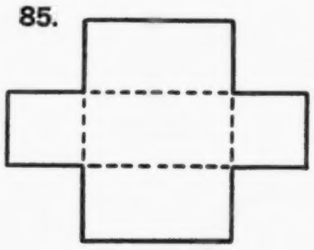

C

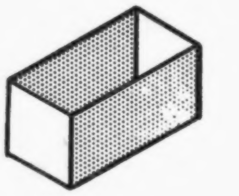

D

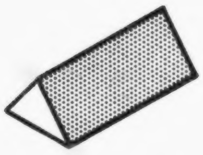
In question No. 84, object C looks like the view marked "TOP" when looked at from directly above, and like the views marked "FRONT" and "RIGHT" when looked at from the front and right side, respectively. Therefore, the answer is C.

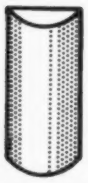
In questions like No. 85 you are to select the one of the drawings of objects, A, B, C, or D, that could be made from the flat piece drawn at the left, if this flat piece were folded on the dotted lines shown in the drawing.

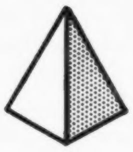
85.




A

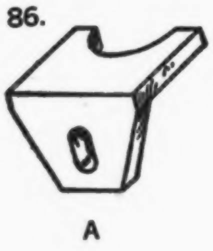

B

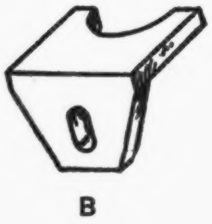

C

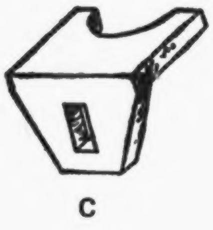

D

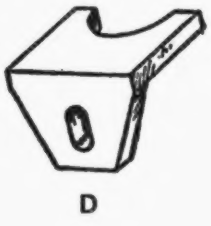
In each question like No. 86, there is a series of five drawings lettered A, B, C, D, and E. Four of the drawings are alike. Find the one drawing that is different from the other four. The letter of that drawing is the answer. (Don't look for tiny specks; the difference is big enough to be seen clearly.)

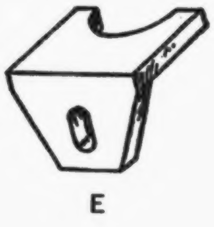
86.


A


B

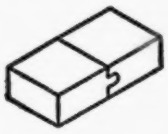

C


D

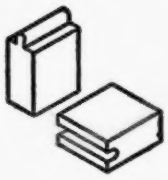

E

In each question like No. 87, the object at the left is a combination of two pieces. Find which one of the sets of pieces, lettered A, B, C, D, and E, can be combined to make the object at the left. Watch both the size and the shape of the pieces.

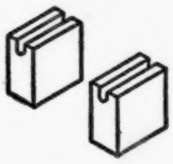
87.



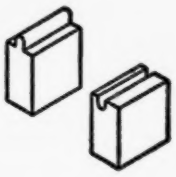
OBJECT



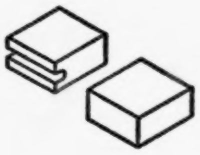
A



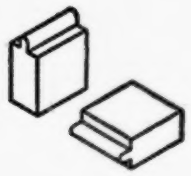
B



C



D



E

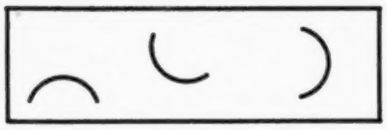
ABSTRACT REASONING

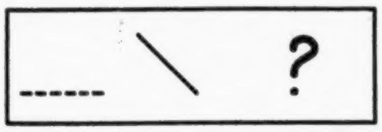
See Answer Sheet No. 1, p. 37, for answers to questions in this section.

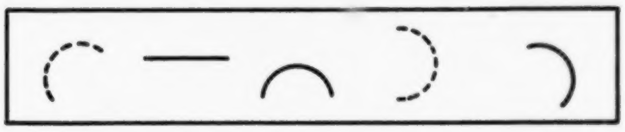
When a person's ability to reason is to be tested without confusing it with his vocabulary power or his skill with numbers, these types of questions may be used.

Each of the next three questions has two boxes at the left. The symbols in the first box are like each other in some way, and the symbols in the second box are like each other in some way. But whatever it is that makes the symbols alike in one box makes them different from those in the other box. There is a question mark in the second box to indicate that a symbol is missing. You are to choose from the lettered symbols in the third box the one which best fits into the second box.

88.



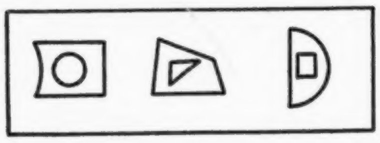


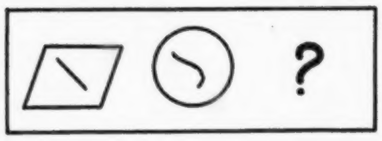


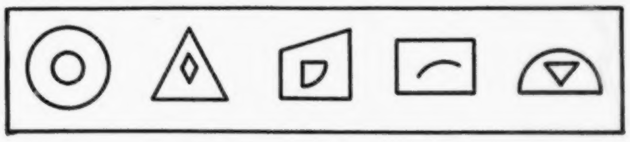
A B C D E

In sample question 88, all the symbols in the first box are curved lines. The second box has two lines, one dotted and one solid. Their *likeness* to each other consists in their straightness; and this straightness makes them *different* from the curves in the other box. The answer must be the *only* one of the five lettered choices that is a straight line, either dotted or solid. Now do questions 89 and 90.

89.

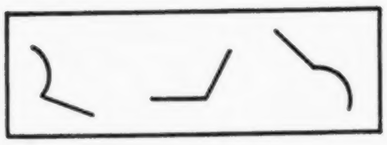


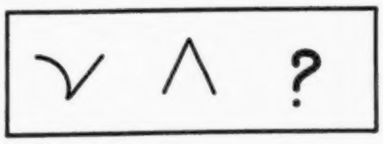


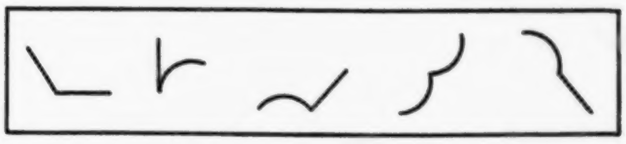


A B C D E

90.







A B C D E

See note on next page.

NOTE: There is not supposed to be a *series* or progression in these symbol questions. If you look for a progression in the first box and try to find the missing figure to fill out a similar progression in the second box, you will be wasting time. For example, look at question 88. A competitor who saw that both boxes had a horizontal figure followed by an oblique one might try to find a vertical figure to match the last one in the first box. If he chose D he would be missing the real point of the question. Remember, look for a *likeness* within each box and a *difference* between the two boxes.

In each of the next two questions there is a series of letters which follow some definite order. Below these are five sets of two letters each. You will determine what the order is, and select the set that continues the series in the established order.

91. x c x d x e x

A) f x B) f g C) x f D) e f E) x g

In question 91 only A could be the answer, because the series consists of x's alternating with letters in alphabetical order.

92. a b d c e f h

A) c h B) i g C) g i D) k l E) i h

DEXTERITY

See Answer Sheet No. 1, p. 37, for answers to the questions on this page.

GROSS DEXTERITY OR EYE-HAND COORDINATION

This ability is tested by using a standard answer sheet and a list of randomized numbers and letters representing marks to be made on the answer sheet as quickly and accurately as possible. The following sample shows how part of such a list might appear.

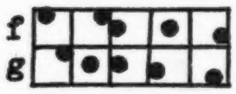
102 E
96 B
98 A
105 A
95 E
103 D
107 D
111 A
99 C
108 E
113 B

112 D
106 C
101 D
94 A
100 B
93 E
110 C
104 D
114 B
109 C
97 A

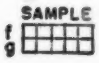
FINE DEXTERITY

A much greater degree of skill with the hands can be tested by the use of a card with tiny squares, in which pin-pricks are made with a round-headed map tack, following a pattern printed on another card. After a limited time for copying the pattern of squares with the tack, the pattern card is taken away. Then the answer sheet (a special one for this test, with spaces that correspond to the locations where a pin-prick can be made) is marked to show where you made the pin-pricks. There are no sample questions for this dexterity test. The illustrations below, in actual size, are (a) a section of the pattern card; (b) a section of the work card; and (c) one answer space as it appears on the special answer sheet.

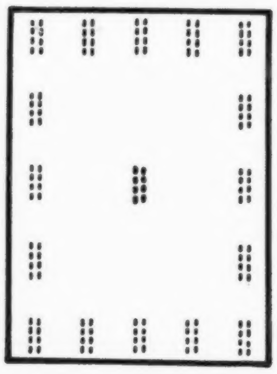
(a)



(b)



(c)



HEARING SPOKEN INSTRUCTIONS

See Answer Sheet No. 1, p. 37, for answers to questions in this section.

In this group of samples you will have some tests that depend on oral directions given by the examiner, as well as on the printed page.

HEARING DICTATED NUMBERS

This ability is needed by telephone operators and others whose work requires them to make records of any kind from information given orally, either person to person or on the telephone. In this test the examiner will read a number, as 3 1 4 4, pause a while, read the next number, 2 6 8 7, pause again, and so on. He reads at a certain pace, and cannot stop to repeat any numbers. In the meantime, you check the number that you hear on a list that includes some wrong numbers also. Here are sample questions 115 through 125, as they would appear in your test paper, and in the box at the right are the numbers that the examiner reads.

115. A) 1 3 4 4
B) 3 1 3 4
C) 3 1 4 4√
D) 4 1 3 3
E) none of these

116. A) 2 6 8 7
B) 2 7 6 8
C) 2 8 6 7
D) 2 8 7 6
E) none of these

117. A) 1 0 0 9 3
B) 1 0 9 0 3
C) 1 9 0 0 3
D) 1 9 3 0 0
E) none of these

118. A) 6 2 3 7 5
B) 6 7 2 3 5
C) 6 7 2 5 3
D) 7 6 2 3 5
E) none of these

119. A) 1 5 5 9 6
B) 5 1 1 6 9
C) 5 1 9 9 6
D) 5 5 1 9 6
E) none of these

120. A) 3 2 8 9 7
B) 3 8 2 9 7
C) 3 8 9 2 7
D) 8 3 2 9 7
E) none of these

121. A) 4 1 3 6 2
B) 4 1 6 2 3
C) 4 1 6 3 2
D) 4 6 1 3 2
E) none of these

122. A) 6 6 8 1
B) 8 1 6 6
C) 8 8 6 1
D) 8 0 6 6 1
E) none of these

123. A) 5 7 6 8 5
B) 5 7 6 8 9
C) 5 7 8 6 9
D) 7 5 6 8 9
E) none of these

124. A) 4 7 2 8
B) 4 7 8 2
C) 4 0 7 2 8
D) 4 7 2 0 8
E) none of these

125. A) 3 6 2 8
B) 3 8 2 8
C) 3 8 2 6 8
D) 8 3 6 2 8
E) none of these

Sample Examiner's List

3 1 4 4	
2 6 8 7	10 sec.
1 9 3 0 0	
6 7 2 3 5	20 sec.
5 1 1 9 6	
3 8 2 9 7	
4 1 6 3 2	30 sec.
8 6 6 1	
5 7 6 8 9	
4 7 2 8	
8 3 6 2 8	40 sec.

Question 115 has been checked as you are supposed to do it. Compare the others (but do not mark this sheet, since other people will be using this booklet). After all the reading is completed, you will receive an answer sheet and copy the answers you checked; for example, you would mark answer C for question 115.

See Answer Sheet No. 2, p. 39, for answers to the questions in this section.

FOLLOWING ORAL DIRECTIONS

In this test the examiner reads the instructions and you are to follow them as he reads. He cannot repeat any instructions, so you must work as quickly and accurately as you can. In the examination room the reading of each paragraph of instructions is carefully timed, so that all competitors have the same time to work. Here is a sample of the directions:

> "Mark E for 82, 83, 85, (slight pause) 78, and 102. (Pause.)
>
> "Mark C for 107, 110, and 103. (Pause.)
>
> "Mark D as in dog for 101, 110, (slight pause) 76, and 85. (Pause.)
>
> "For the next set of questions, mark space E and also mark the letter I call, unless E is already marked. If E is already marked for that number, do not make any mark for that number.
>
> "Mark B as in boy for 106, 78, (slight pause) 80, and 84. (Pause.)
>
> "Mark A for 108, 104, 83, and 109. (Pause.)
>
> "Mark C for 79, 102, (slight pause) and 77."

Another test combines two kinds of oral directions: the first part tells you to write certain letters and numbers on ruled paper, and the next part is like the test above. This is a sample of what the examiner reads:

> "Fold your lined paper into 4 columns. (Pause for examinee to do this.) In the first column, on the first line, write the number 4. (Pause) On the second line in the same column, write the number 15. Next line, write 12. (Pause) Now go to column 2. Write 35 on the first line (Pause), 26 on the next line (Pause), and 38 on the third line. (Pause) In column 3, write 11 on the first line (Pause), 18 next line (Pause) and 6 last. In column 4, write 16 on the first line (Pause), 32 next (Pause) and 19 last. The first number in the first column is 4. Write the letter C next to 4, so it reads 4C. (Pause) The first number in the second column is 35. Write the same letter next to it, so it reads 35C. (Pause) Write C next to the other numbers on the first line, so they read 11C (Pause) and 16C. (Pause) Write the letter A next to each number on the second line, so they read 15A, 26A, etc. (Pause) Write the letter B as in Boy next to each number on the third line. (Pause) Now, take your Answer Sheet. You will use the numbers from 1 to 20 and 26 to 40, and will mark one space for certain numbers. See how D has been marked for number 1. You will make the same kind of black mark where I tell you. (Pause) Mark 2E. That is, make a black mark at space E for number 2. (Pause) Mark 9C. (Pause) Mark 26C. (Pause) Mark B as in Boy for 15, 16, and 20. (Pause) Mark E for 12, 29, 34, and 39. (Pause) Remember you should *not* have more than one mark for any number. If I call a *second* letter for a number where you already have a letter, do *not* mark the new letter. Instead, mark the letter A for the number below it. Now I call 2D. You should *not* mark 2D, because you have already marked 2E. Instead, mark A for the next number. The next number to 2 is 3. So, you should mark 3A. (Pause) Remember to mark A for the *next* number to the one I call if I call a number where you already have a mark. Now I call 28C. (Pause) Next, 9B. (Pause) 17C. (Pause) 12D. (Pause) 26E and 29D. (Pause) Now, take the sheet of lined paper on which you wrote letters and numbers. (Pause) You will mark the space on your answer sheet for each number and letter you wrote. For example, the first is 4C, so you will mark 4C on your answer sheet. Do *not* start until I tell you to. Remember: if you have a mark *already made* for a number, do *not* mark another letter. If there is already a mark for a number, make *no* new mark at all. (When you are ready to start timing the competitor on this sample test, say:) Start to mark, now!"

Still another test of oral directions involves more than just marking the answer sheet. Instead, another test paper with certain blanks to be filled in is given to you to work on. As the examiner reads directions aloud, you have to decide which way to mark this sheet. There are no sample questions for this test.

PERFORMANCE TESTS

Some tests are, in effect, a sample of the work done on the job. Among these are the typing and dictation tests required for stenographers. Another typing test is designed merely to show knowledge of the keyboard, and is used for certain office machine operators who must work at machines with a keyboard like that of a typewriter.

ALPHABETIC KEYBOARD

In this test you type only a single column down the center of the paper. Each correct line counts; if you make an error just go to the line below without completing the wrong one, and type the same line again. Since some of the machines write all in capital letters, you may write this test all in capitals, or all in small letters, or in any combination. This is a sample list.

Nesbit Ed electrician Transit Belmont
Foley Jno surveyor Bayside Co Norfolk
Lewis Don lineman Hydro Power Bedford
Burkert T miner Penn Colliery Glencoe
Nesbitt F welder United Steel Phoenix
Proctor S drycleaning service manager
Adam Fred assembler and bench grinder
Brown Cal automobile mechanic skilled
Wetmore S demonstrator office devices
Loman Leo calculating machine repairs

PLAIN COPY

This is the test for Typists and Stenographers.

You must type more than 16 lines to be eligible in speed. With that minimum speed, your paper should not have more than 3 errors. The number of errors permitted increases with the amount typed. Higher standards will be required for the higher grades.

This practice exercise is similar in length and diffi-
culty to the one that you will be required to typewrite for
the Plain Copy Test. You are to space, capitalize, punctu-
ate, spell, and begin and end each line precisely as in the
copy. Directions regarding erasures will be given when you
take the Plain Copy Test. Follow carefully all directions
given at the time of the examination. Practice typewriting
this material on scratch paper until the examiner tells you
to stop, remembering that for this examination it is more
important to typewrite accurately than to typewrite rapidly.

There are several ways in which a typist can prepare
herself to be an efficient worker in a business office.
First of all, she should know her typewriter thoroughly, the
location of all the keys, even those used infrequently, and
the use of the marginal stops and extra devices furnished on
modern typewriters. In addition to being completely familiar
with the typewriter, she should be equipped with knowledge
of the correct spellings and correct use of a large number
of words. Although a letter has been typewritten neatly,
without omissions or insertions, it will still be considered
unsatisfactory if it contains any misspellings whatsoever.

STENOGRAPHY

See Answer Sheet No. 2, p. 39, for answers to the questions in this section.

The dictation passage for Stenographers is 3 minutes in length, at 80 words per minute. Instead of typing the transcript, you will have a Transcript Booklet containing a partial transcript with many numbered blanks, each counting as a question. You are to compare your shorthand with this, find the missing words, and look them up in a Word List furnished with that part of the transcript. There is a letter (A, B, C, or D) with each word or phrase in the list, and the answer to the question is the letter that goes with the word or phrase belonging in that blank. When the exact words you need are not in the list, the answer for that blank is E.

Below is a short sample of the dictation test, and the corresponding part of the Transcript Booklet with its Word List.

In recent years there has been a great
increase in the need for capable stenog-
raphers, 10 sec.
not only in business offices but also
in public service agencies, both 20 sec.
governmental and private. (Period) The
high schools and business schools in
many parts of 30 sec.
the country have tried to meet this need by
offering complete commercial courses.
(Period) 40 sec.

ALPHABETIC WORD LIST

Write E if the answer is not listed.

advertising—A
agencies—D
almost—C
also—C
and—D
business—B
but—A
claimed—B
colleges—C
complete—B
country—A
demand—B
especially—D
even—B
government—B
great—C
has been—D
high schools—A
in—C
in government—A
many—D
marked—A
met—A
most—C
need—D
offering—D
only—B
opening—A
parts—A
private—C
schools—D
sections—B
the need—A
their—D
there—C
to complete—C
to meet—C
to offer—B
trained—C
tried—A

TRANSCRIPT

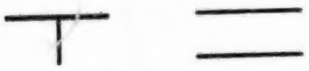
In recent years ____51____ ____52____ a ____53____
increase ____54____ ____55____ for ____56____ stenographers,
not ____57____ ____58____ ____59____ offices ____60____ ____61____
in public ____62____ ____63____, both ____64____ and
____65____. The ____66____ and business ____67____
in ____68____ ____69____ ____70____ ____71____ have
____72____ ____73____ this need by ____74____ ____75____
commercial courses.

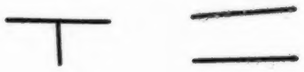
PERCEPTION

See Answer Sheet No. 2, p. 39, for answers to the questions in this section.

Earlier in this booklet you saw a question (No. 86) that could be classified here as well as under "SPATIAL ABILITY." The ability to see small differences is important in some positions. The following sample questions are from a test that requires you to pick out incorrect figures quickly and accurately.

Consider the figures at the right to be correct figures.

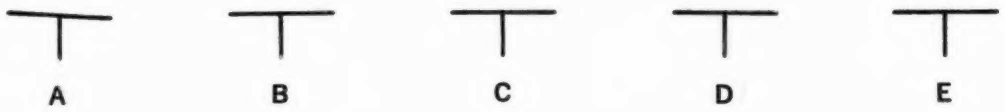




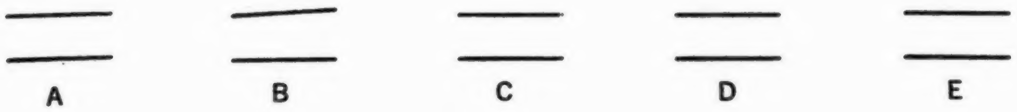
The figures at the left are incorrect because the slope of one of the lines differs from the slope in one of the similar correct figures.

Each sample question below shows four correct figures and one incorrect figure. The figures in each sample question will be incorrect in the same way but not necessarily as noticeably as one of the incorrect figures above.

21.



22.



Another test of perceptive ability is a clerical task of selecting a line of letters and numbers that contains a particular combination of letters and numbers among the others. Sample questions 41 to 50 are like this. The suggested answers for each group of questions appear just below that group.

41. 8 N K 9 G T 4 6
42. T 9 7 Z 6 L 3 K
43. Z 7 G K 3 9 8 N
44. 3 K 9 4 6 G Z L
45. Z N 7 3 8 K T 9

Suggested Answers
A = 7, 9, G, K
B = 8, 9, T, Z
C = 6, 7, K, Z
D = 6, 8, G, T
E = none of these

To find the answer to each question, find which one of the suggested answers contains numbers and letters all of which appear in that question. These numbers and letters may be in any order in the question, but all four must appear. If no suggested answer fits, mark E for that question.

46. 2 3 P 6 V Z 4 L
47. T 7 4 3 P Z 9 G
48. 6 N G Z 3 9 P 7
49. 9 6 P 4 N G Z 2
50. 4 9 7 T L P 3 V

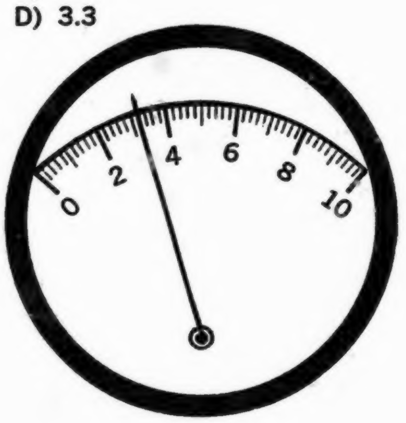
Suggested Answers
A = 3, 6, G, P
B = 3, 7, P, V
C = 4, 6, V, Z
D = 4, 7, G, Z
E = none of these

TECHNICAL POSITIONS

See Answer Sheet No. 2, p. 39, for answers to the questions in this section.

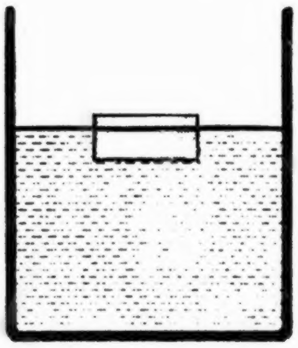
People who work in laboratories, assisting scientists, are required to read gages and scales of different kinds.

23. The position of the pointer on the meter scale shown below is nearest to
A) 2.6
B) 3.1
C) 3.2
D) 3.3



Mechanical aptitude is also useful in technical work. A basic knowledge of science helps you to acquire more knowledge on the job.

24. If a block of wood is placed in a container partially filled with water, as shown below, the weight of the water that the block displaces will equal
A) the weight of the part of the block that is above the surface
B) the weight of the whole block
C) the weight of the part of the block that is below the surface
D) twice the weight of the whole block



25. An electromagnet is an important part of
A) an aneroid barometer
B) a telephone
C) a lightning rod
D) an Edison cell

POSTAL SERVICE

The sample test on this and the following two pages is given for certain positions in the Postal Service, where the duties of the position often require familiarity with a much longer sorting scheme than the one shown here.

NOTE: The instructions tell you how to mark the sorting scheme, key, and sample answer sheet. In this booklet, please do NOT mark anything, because others will be using it.

FOLLOWING INSTRUCTIONS – SAMPLE TEST

Directions: Read carefully so that when you take the examination you will remember *how* to do the test.

Finding train numbers:

Below are a SORTING SCHEME and a KEY. In the SORTING SCHEME is a list of post offices. Each post office is followed by a letter. For example, after "Guilford" is the letter "F." This "F" refers to the KEY at the right which reads "F Atlantic 6." Mail for Guilford is sent by way of Atlantic on Train 6. Always begin with a post office in the SORTING SCHEME and find the train number in the KEY.

SORTING SCHEME

Atlantic	F
Bloxam	T
Greta	O
Groton	K
Guilford	F
Hopeton	K
Hopkins	I
Kane	G
Keller	J
Mears	U
Melfa	G
Nandua	M
Nelson	F
Oak Hill	H
Onley	S
Painter	I
Parksley	S
Paulson	H
Quimby	U
Sanford	S
Shields	J
Silva	O
Tangier	J
Tasley	G
Withams	P

KEY

Mail sent by way of—

F	Atlantic	6
G	Melfa	2
H	Oak Hill	7
I	Hopkins	3
J	Tangier	8
K	Hopeton	5
M	Painter	
O	Greta	9
P	Keller	
S	Sanford	4
T	Groton	
U	Parksley	

Do not make any marks in this SORTING SCHEME or KEY before you read the directions below.

BEGIN HERE

Do not skip any part of these directions. Work with a pencil so that if you want more practice you can erase the work.

Completing the KEY:

Look at "Painter" in the KEY. It is not followed by a number. Write after it the letter which you find after Painter in the SORTING SCHEME. Your KEY should now read "M Painter I." Find the letters after Keller, Groton, and Parksley in the SORTING SCHEME and write them after those offices in the KEY.

Recording Answers:

In each question below a post office name is followed by five train numbers. Use the SORTING SCHEME and KEY to find the correct train number. Then see what column (A, B, C, D, E) the correct train number is in, and mark this letter on your Sample Answer Sheet on page 35.

For Example.—For the first post office below, Painter, you are to find the correct train number. In the SORTING SCHEME, Painter is followed by the letter "I." This tells you to look at "I" in the KEY, which reads "Hopkins 3," and means that mail for Painter is routed by way of Hopkins on Train 3. The number 3 after Painter, below, is in column B, so, to mark your answer, you should blacken the space under B for question 1 on the Sample Answer Sheet.

Question No.	*Post Office*	A	B	C	D	E
1.	Painter	2	3	5	7	9
2.	Paulson	3	4	5	7	8
3.	Mears	2	3	4	5	7
4.	Kane	2	3	4	5	6

Mail for Mears is sent by way of U Parksley S through S Sanford on Train 4, which is in column C, so you should blacken the space under C on the Sample Answer Sheet for question 3.

Making Changes in the SORTING SCHEME and KEY:

Never put numbers in the SORTING SCHEME. Make changes from the Bulletins *exactly* as they direct you to.

Never cross out names in the SORTING SCHEME.

Bulletin No. 1:

CHANGES IN ROUTING

(When changing SORTING SCHEME change KEY, too, if the name is in KEY. Note that the names in the SORTING SCHEME are in alphabetical order, but those in the KEY are not.)

Silva by way of I.
Shields by way of O.
Guilford by way of P.

Painter by way of K.
Change KEY G to read:
G Train 10.
Melfa by way of H.

To make the change for Silva, cross out the "O" after Silva in the SORTING SCHEME and write "*I*." Now your SORTING SCHEME for Silva should read "Silva ~~O~~ *I*." This means that mail for Silva is now sent by way of I, that is, through Hopkins on Train 3.

To make the change for Painter, cross out the I after Painter in the SORTING SCHEME and write "*K*." Then find Painter in the KEY and change the I after it to K. Mail for Painter will now go through K, that is, through Hopeton on Train 5. To change KEY G, cross out "Melfa 2" and write "*Train 10.*" Make the other changes ordered.

Mark on your Sample Answer Sheet the space for the letter showing the train on which you should put mail for:

	A	*B*	*C*	*D*	*E*
5. Tasley	2	3	7	8	10
6. Nandua	2	3	5	8	9
7. Withams	4	6	8	9	10

In answering question 6 for Nandua, did you start to mark C for *question 5* because you were thinking of *Train 5?* Be sure to mark the right question on the answer sheet.

Bulletin No. 2:

OFFICES ESTABLISHED
(Add to SORTING SCHEME.)

Saxis by way of F.
Talbot by way of H.

CHANGES IN ROUTING
(When changing SORTING SCHEME change KEY, too, if the name is in KEY.)

Paulson by way of G.
Parksley by way of O.
Change KEY J to read:
J Tangier 2.

To add Saxis to the SORTING SCHEME, write "*Saxis F*" on the first line at the end of the SORTING SCHEME. To change KEY J, cross out 8 after J Tangier and write "2."

Make the other changes ordered.

Mark on your Sample Answer Sheet the space for the letter showing the train on which you should put mail for:

	A	*B*	*C*	*D*	*E*
8. Mears	4	5	7	9	10
9. Silva	2	3	5	7	9
10. Guilford	2	6	8	9	10
11. Painter	2	3	4	5	6
12. Parksley	3	4	5	7	9
13. Shields	2	3	5	7	9
14. Talbot	3	4	7	9	10
15. Melfa	2	3	5	7	10

NOTE.—If you have chosen 4 for Mears, you have not made the change for Parksley in both SORTING SCHEME and KEY. Mail for Mears should be sent through U Parksley O by way of O Greta on Train 9.

Bulletin No. 3:

OFFICES ESTABLISHED
(Add to SORTING SCHEME.)

Somerset by way of G.
Elkton by way of W.

CHANGES IN ROUTING
(When changing SORTING SCHEME change KEY, too, if the name is in KEY.)

Oak Hill by way of W. (Be sure to change Oak Hill in the KEY.)
Add to KEY: W Train 12.
Parksley by way of K.
Change KEY F to read:
F Atlantic 3.

To make the addition to the KEY, write "W *Train 12*" on the first line at the end of the KEY.

Mark on your Sample Answer Sheet the space for the letter showing the train on which you should put mail for:

	A	*B*	*C*	*D*	*E*
16. Parksley	4	5	7	8	9
17. Talbot	3	6	7	10	12
18. Somerset	2	4	8	10	12
19. Saxis	3	4	5	6	8
20. Paulson	2	4	7	10	12
21. Elkton	2	4	7	10	12

Bulletin No. 4:

CHANGES IN ROUTING

(When changing SORTING SCHEME change KEY, too, if the name is in KEY.)

Painter by way of O.
Hopkins by way of J.
Kane by way of P.

Change KEY S to read:
S Melfa.
(Cross out Sanford 4 in the KEY.)
Sanford by way of H.

To complete the change for KEY S, you must refer to the SORTING SCHEME to find the letter which should be written after Melfa.

Mark on your Sample Answer Sheet the space for the letter showing the train on which you should put mail for:

	A	*B*	*C*	*D*	*E*
22. Sanford	2	4	7	10	12
23. Nandua	3	5	8	9	10
24. Hopkins	2	3	4	6	8
25. Kane	2	4	6	8	10

NOTE.—If you have chosen Train 5 for Nandua, you have not made the change for Painter in both SORTING SCHEME and KEY.

When you have completed the sample questions, compare your work with the completed SORTING SCHEME and KEY below, and the Correct Answers to Sample Questions.

SORTING SCHEME

Atlantic	F
Bloxam	T
Greta	O
Groton	K
Guilford	~~F~~ P
Hopeton	K
Hopkins	~~I~~ J
Kane	~~G~~ P
Keller	J
Mears	U
Melfa	~~S~~ H
Nandua	M
Nelson	F
Oak Hill	~~H~~ W
Onley	S
Painter	~~I~~ ~~K~~ O
Parksley	~~S~~ ~~G~~ K
Paulson	~~H~~ G
Quimby	U
Sanford	~~S~~ H
Shields	~~I~~ O
Silva	~~G~~ I
Tangier	J
Tasley	G
Withams	P
Saxis	F
Talbot	H
Somerset	G
Elkton	W

KEY

Mail sent by way of—

F Atlantic	~~6~~ 3
G ~~Melfa 2~~	Train 10
H Oak Hill	~~1~~ W
I Hopkins	~~3~~ J
J Tangier	~~8~~ 2
K Hopeton	5
M Painter	~~7~~ ~~K~~ O
O Greta	9
P Keller	J
S ~~Sanford 4~~	Melfa H
T Groton	K
U Parksley	~~8~~ ~~G~~ K
W Train	12

Sample Answer Sheet

	A	B	C	D	E
1	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐
10	☐	☐	☐	☐	☐
11	☐	☐	☐	☐	☐
12	☐	☐	☐	☐	☐
13	☐	☐	☐	☐	☐
14	☐	☐	☐	☐	☐
15	☐	☐	☐	☐	☐
16	☐	☐	☐	☐	☐
17	☐	☐	☐	☐	☐
18	☐	☐	☐	☐	☐
19	☐	☐	☐	☐	☐
20	☐	☐	☐	☐	☐
21	☐	☐	☐	☐	☐
22	☐	☐	☐	☐	☐
23	☐	☐	☐	☐	☐
24	☐	☐	☐	☐	☐
25	☐	☐	☐	☐	☐

Correct Answers to Sample Questions

	A	B	C	D	E
1	☐	■	☐	☐	☐
2	☐	☐	☐	■	☐
3	☐	☐	■	☐	☐
4	■	☐	☐	☐	☐
5	☐	☐	☐	☐	■
6	☐	☐	■	☐	☐
7	☐	☐	■	☐	☐
8	☐	☐	☐	■	☐
9	☐	■	☐	☐	☐
10	■	☐	☐	☐	☐
11	☐	☐	☐	■	☐
12	☐	☐	☐	☐	■
13	☐	☐	☐	☐	■
14	☐	☐	■	☐	☐
15	☐	☐	☐	■	☐
16	☐	■	☐	☐	☐
17	☐	☐	☐	☐	■
18	☐	☐	☐	■	☐
19	■	☐	☐	☐	☐
20	☐	☐	☐	■	☐
21	☐	☐	☐	☐	■
22	☐	☐	☐	☐	■
23	☐	☐	☐	■	☐
24	■	☐	☐	☐	☐
25	■	☐	☐	☐	☐

ANSWER SHEET NO. 1

(SLIGHTLY REDUCED FROM STANDARD SIZE USED WITH MANY U.S. CIVIL SERVICE TESTS)

PRINT NAME ______ (LAST) ______ (FIRST) ______ (MIDDLE INITIAL)
DATE OF BIRTH ______ (MONTH) (DAY) (YEAR)
SIGNATURE ______
TODAY'S DATE ______ (MONTH) (DAY) (YEAR)
TEST NO. ______ SERIES NO. ______ PART ______
TITLE OF EXAMINATION ______
PLACE OF EXAMINATION ______ (CITY) ______ (STATE)

RATING ______

ANSWER SHEET

Wrong Answers	Omits
Right Answers	Formula-score or corrections
Commoning when Machine-Scored	

	A	B	C	D	E
1	☐	●	☐	☐	☐
2	☐	☐	☐	●	☐
3	●	☐	☐	☐	☐
4	☐	●	☐	☐	☐
5	☐	☐	☐	☐	●
6	☐	☐	●	☐	☐
7	☐	●	☐	☐	☐
8	☐	☐	☐	●	☐
9	☐	●	☐	☐	☐
10	☐	☐	☐	●	☐
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Make only ONE mark for each answer. Additional and stray marks may be counted as mistakes. In making corrections, erase errors COMPLETELY.

DIGITEK Optical Scanning Systems, FAIRLESS HILLS, PA
DC 1299

UNITED STATES CIVIL SERVICE COMMISSION

CSC FORM 790
FEBRUARY 1965

ANSWER SHEET NO. 2

(SLIGHTLY REDUCED FROM STANDARD SIZE USED WITH MANY U.S. CIVIL SERVICE TESTS)

PRINT NAME ______________ (LAST) ______________ (FIRST) ______________ (MIDDLE INITIAL)

DATE OF BIRTH ______________ (MONTH) (DAY) (YEAR)

SIGNATURE ______________________________

TODAY'S DATE ______________ (MONTH) (DAY) (YEAR)

TEST NO. ______________ SERIES NO. ______________ PART ______________

TITLE OF EXAMINATION ______________________________

PLACE OF EXAMINATION ______________ (CITY) ______________ (STATE)

RATING ______________

ANSWER SHEET

Wrong Answers	Omits

Right Answers	Formula-score or corrections

Commoning when Machine-Scored

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Make only ONE mark for each answer. Additional and stray marks may be counted as mistakes. In making corrections, erase errors COMPLETELY.

DIGITEK, Optical Scoring Systems, FAIRLESS HILLS, PA.
DC 1299

UNITED STATES CIVIL SERVICE COMMISSION

CSC FORM 790
FEBRUARY 1965

WAGE BOARD JOBS

APPRENTICE

WHAT THE JOB IS LIKE

As beginners in a skilled trade Apprentices receive instruction through shop assignments in trade tasks that are necessary to the mastery of trade fundamentals. In addition, Apprentices receive related classroom instruction in such subjects as trade theory, science, mathematics, drawing, blueprint reading, industrial English, and industrial organization. The normal length of an apprenticeship is four years. Some of the trades for which the Federal government hires Apprentices are:

Automotive Mechanic
Carpenter
Coppersmith
Electrician
Electronics Mechanic
Electroplater
Glass Apparatus Maker
Instrument Maker
Joiner
Letterer and Grainer
Machinist
Modelmaker
Painter
Patternmaker
Pipefitter
Plumber
Refrigeration and Air
  Conditioning Mechanic
Sheetmetal Worker
Toolmaker
Welder

WHERE THE JOBS ARE LOCATED

Apprentices are employed by the Federal government's industrial establishments. The main employers are the Departments of the Army, Navy, and Air Force, and the National Aeronautics and Space Administration. There are relatively few vacancies for the larger number of persons who apply. Because of the excellent opportunity offered by these positions, competition is keen.

PAY

The pay for Apprentices varies from locality to locality depending on the prevailing wage rate paid in the area by private industry. Apprentices who do satisfactory work are promoted at intervals and after 4 years become journeymen at higher salaries. For example, Apprentices in a typical agency in the Washington, D. C., area are paid $2.04 an hour to start. Advancement may be made after the required period of satisfactory services in each class to Apprentice (second year) at $2.32 an hour, Apprentice (third year) at $2.59 an hour, and Apprentice (fourth year) at $2.87 an hour. Apprentices in areas where the prevailing wage rate is lower than Washington, D. C., will, of course, be paid at a lower rate; Apprentices in areas where the prevailing wage rate is higher than Washington, D. C., will be paid a higher rate.

QUALIFICATION REQUIREMENTS

Applicants for apprentice positions must show dependability, interest, and aptitude for learning trade theory and practice. They may demonstrate these abilities and traits by their past experience, training, and community activities or by a written test. In some examinations, passing a written test may be required.

Some positions in the National Aeronautics and Space Administration require demonstration of ability by satisfactory work experience, training*, or the winning of honorable mention or better in a formal competition, or by satisfactory completion of high school training in metalworking, woodworking, electrical trades, radio, or mechanical drafting.

For positions in the Navy Department and certain other agencies the examination will test (1) ability to solve problems in arithmetic, algebra, and geometry, and (2) knowledge of physics. For some agencies the examination may test dexterity, arithmetic, mechanical information, ability to follow oral directions, and ability to learn in a classroom.

Passing marks may be required in particular parts of the examination as well as the examination as a whole. For certain trades, such as electronics mechanic and modelmaker, persons who receive passing scores on the algebra and geometry portions of the test may receive first consideration for appointment.

Questions in the written test for Apprentice positions in the Navy Department and certain other agencies will be similar to questions 30-34 on page 64; and questions 1-13 on pages 73 and 74. For other agencies the questions in the written test may be similar to questions 1-10 on page 61; questions 15 and 16 on page 62; question 28 on page 63; questions 29-34 on page 64; the Gross Dexterity Test beginning on page 64; the Following Oral Directions Test on the bottom of page 65; and questions 41 and 42 on page 67.

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*(such as that received in Job Corps Centers—see p. 2)

HELPER (VARIOUS TRADES)

WHAT THE JOB IS LIKE

Helpers work under the direction of journeymen in a trade or craft. Helpers do such things as clean and oil machines, keep the work areas clean, handle tools and equipment, obtain materials, and perform related tasks. For a description of the duties of a Helper in a particular trade or craft see the description for that job.

WHERE THE JOBS ARE LOCATED

Helpers are found in almost every installation that employs a substantial number of journeymen in any trade or craft. The largest employers are the Departments of the Army, Navy, and Air Force in their industrial and military establishments throughout the United States.

There are a large number of persons who are interested in this kind of work and who meet the qualification requirements. In most areas of the country the number of applicants greatly exceeds the number of jobs available and competition for these positions is keen.

PAY

Helpers are paid from about $1.90 an hour to about $2.80 an hour, depending upon the duties of the job and the wages paid by private employers for similar work in the same area.

Although there is generally no formal training program for Helpers, as there is for Apprentices, in many Helper positions there is the opportunity to learn a trade and eventually achieve promotion to the journeyman level.

QUALIFICATION REQUIREMENTS

Applicants for Helper positions may be required to show from the experience and training that they have had, through a written test, and sometimes a performance test that they are reliable and dependable; that they are able to perform simple manual tasks; and that they are able to follow directions.

In some examinations for Helper, applicants may be required to have 6 months to 1 year of experience.

In other examinations the only requirement is the passing of a written test.

Questions in the written test may be similar to the Following Oral Directions Test on the bottom of page 65; questions 41 and 42 on page 67; and questions 1, 2, 4, and 6-18 on pages 70, 71 and 72. In some examinations there may also be questions, in addition to the above, similar to questions 4-10 on page 61; questions 15-16 on page 62; and questions 30, 31, and 33 on page 64.

GENERAL LABORER

WHAT THE JOB IS LIKE

Laborers do work where actual experience in the duties performed, including operation of equipment and farm work, is of minor importance, since duties can be learned in a few days, at most. Typical tasks are loading and unloading materials and equipment; moving and stacking materials; cleaning grounds; collection and disposal of garbage, the performance of manual laboring tasks for skilled trades and craftsmen which do not involve serving as Helpers for the purpose of learning a skilled trade or craft; a variety of housekeeping tasks such as sweeping, dusting, waxing, polishing, and window washing, to keep offices, restrooms, lavatories, corridors, and other areas clean and orderly. Some of the tasks may involve use of hand and powered tools and equipment.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 42,000 General Laborers in installations throughout the country. In many areas, however, the number of applicants greatly exceeds the number of available jobs.

Custodial Laborer (janitorial) positions are restricted to persons entitled to veterans preference. Non-veterans may be hired only in the absence of eligible applicants entitled to veterans preference.

PAY

General Laborers are paid from approximately $1.65 an hour to approximately $2.65 an hour depending upon the wages paid by private employers for similar work in the same area.

In some installations Laborers who show outstanding promise are promoted to Helper positions where they may have an opportunity to learn a trade and achieve eventual promotion to a journeyman level position.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from their experience and training background and sometimes by a performance test that they are reliable and dependable; that they are able to perform simple tasks; and that they are able to follow directions.

Usually no written test is required for these positions. However, in some examinations a written test is required. It may be a simple test to see if the applicant can read. The questions may be like the sample on page 69. In some instances it may be a test to see if the applicant can write as well as read with questions like the sample on page 70. In other cases the test may have questions like the Gross Dexterity Test beginning on page 64; and the Following Oral Directions Test on the bottom of page 65.

In some examinations for General Laborer, applicants must either have had 3 to 6 months experience as a Laborer or have graduated from high school (passing scores on Tests of General Educational Development, High School Level, may be accepted as equivalent—see introduction).

AGRICULTURAL RESEARCH HELPER

(CROPS, SOILS, POULTRY, INSECTS, LIVESTOCK, LABORATORY ANIMALS)

WHAT THE JOB IS LIKE

Agricultural Research Helpers do manual work in one of the following fields: crops, soils, poultry, livestock, insects, and laboratory animals used in experimental projects. The duties may include weighing substances, carrying loads, keeping equipment clean, planting seeds, tilling ground, feeding animals, keeping animals and barns clean, etc.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 490 Agricultural Research Helpers. Almost all of these positions are with the Department of Agriculture in various agricultural research stations throughout the country.

PAY

Agricultural Research Helpers are paid from about $1.70 an hour to about $2.70 an hour depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had that they are able to perform simple manual tasks; that they are able to follow instructions; that they are able to keep simple records and make reports based on the records; and that they are able to work with crops, soils, poultry, animals or insects, as appropriate to the job. Their experience and/or training record must demonstrate satisfactory dependability and productivity.

No written test is required.

ANIMAL CARETAKER

WHAT THE JOB IS LIKE

Animal Caretakers do work, largely of a manual character, involving the care of large and/or small animals such as horses, cattle, goats, sheep, rats, mice, guinea pigs, monkeys, fowl, and fish, including animals used for experimental and/or laboratory purposes. Animal Caretakers may do such things as feed and water animals, clean pens, and, in some cases, exercise animals.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 410 Animal Caretakers throughout the country. The largest employers are the Departments of the Army and Health, Education and Welfare, and the Veterans Administration.

PAY

Animal Caretakers are paid from about $1.60 an hour to about $2.60 an hour depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had that they are reliable and dependable, that they are able to perform simple manual tasks, that they are able to follow directions, and that they are able to work with animals.

In some examinations for Animal Caretaker, applicants may be required to have 6 months or more experience as an Animal Caretaker or in performing related duties.

There is usually no written test required.

AUTOMOTIVE MECHANIC

WHAT THE JOB IS LIKE

Automotive Mechanics maintain and repair cars, trucks, buses, and other automotive equipment. They diagnose mechanical and operating difficulties of vehicles, repairing defects, and replacing worn or broken parts; adjust and tune up engines, clean fuel pumps, carburetors, and radiators; regulate timing; repair or replace automotive electrical equipment such as generators, starters, ignition systems, distributors, and wiring; install and set new spark plugs; conduct road tests of vehicles after repairs, noting performance of engine, clutch, transmission, brakes, and other parts.

Junior level Mechanics perform mechanical repairs not requiring full journeyman auto mechanic skills and knowledges. They are responsible for complete lubrication of vehicles. They examine chassis for loose or worn parts; tighten all body bolts; steam clean engine—crankcase and valve chambers and flush engine transmission and differentials; perform minor repairs such as brake adjustments, riveting brake bands and clutch facing, repairing windshield wipers, etc.; rotate and replace tires; and perform similar other duties.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 10,500 Automotive Mechanics in industrial, military, and postal establishments throughout the country. The principal employers are the Departments of the Army, Navy, and Air Force, and the Post Office. Many other departments and agencies also employ Automotive Mechanics.

PAY

Helper Automotive Mechanics are paid from about $1.80 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Automotive Mechanics are paid from about $2.70 an hour to about $3.40 an hour depending upon the local wages paid for similar work.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include questions on automotive mechanics similar to questions 4 and 11-13 on page 71.

BODY AND FENDER REPAIRMAN

WHAT THE JOB IS LIKE

Body and Fender Repairmen perform body and fender repair work on motor vehicles involving sheet metal work and alignment of frames. They diagnose body faults, repair defects, and replace worn or damaged parts; use hand-operated or power-driven tools to form new parts where required and not available from stock; adjust, repair or replace doors, hardware, glass and other non-mechanical parts; repair or rebuild motor vehicle seats; insert sections in fenders, weld them in place, and refinish for painting; realign frames that have been damaged in accidents; weld or straighten damaged or worn body or fender parts using an electric welder or acetylene torch; fill damaged parts of metal bodies with solder, smoothing off filled section with body-rasp; and operate power buffer for refinishing body after welding.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 980 Body and Fender Repairmen in industrial, military, and postal establishments throughout the country. The principal employers are the Departments of the Army and Navy, and the Post Office.

PAY

Helper Body and Fender Repairmen are paid from about $1.80 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Body and Fender Repairmen are paid from about $2.70 an hour to about $3.40 an hour depending upon the local wages paid for similar work.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions only on body and fender repair similar to question 15 on page 71.

BOILER AND STEAM PLANT OPERATOR (FIREMAN-LABORER)

WHAT THE JOB IS LIKE

Boiler and Steam Plant Operators perform work involved in the operation of one or more types of automatic or hand fired, high or low pressure boilers for heating or industrial purposes. Where coal is used for fuel, a Boiler and Steam Plant Operator is required to clean fires, remove ashes and handle coal as required, including the loading of hoppers for stoker-feeding of coal to furnaces and/or adjusting automatic coal-firing equipment as required. Where oil or gas is used for fuel, a Boiler and Steam Plant Operator is required to clean, adjust, and/or make minor operating repairs to burners. In some installations they are required to hand-feed and hand-clean fires, remove ashes by hand, etc. In any type of installation, Boiler and Steam Plant Operators are required to observe water level in boilers, operate feed-water equipment or watch such equipment where water-feed is automatic, and to make or assist in making operating repairs to boilers and to perform related duties, including the cleaning of boiler surfaces and boiler tubes.

The Post Office Department employs persons in similar positions under the title Fireman-Laborer. Fireman-Laborers operate a low-pressure heating plant. They make minor repairs to building and equipment and perform manual labor in connection with the maintenance and cleaning of the building and grounds of a postal facility.

Fireman-Laborer positions are restricted by law to persons who are entitled to veterans' preference. Persons not entitled to veterans' preference will be considered for appointment only if there are not enough veteran eligibles. Similarly positions in which employees fire a heating plant as part of custodial laborer duties are also restricted to veterans. Positions in which full time is spent operating a boiler or steam plant are not so restricted, however.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 8,000 Boiler and Steam Plant Operators and Fireman-Laborers. The Post Office Department and the Department of the Army are the largest employers. As the government replaces its older boilers with modern and more automatic equipment the need for persons to fill these positions will lessen. Because of this the job opportunities in this field are limited.

PAY

Boiler and Steam Plant Operators are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area.

Starting pay for Fireman-Laborers in the post office is $2.30 per hour. They receive periodic pay increases until a maximum of $3.15 per hour is reached.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from their experience and training background that they have ability to do tasks around the boiler; ability to operate independently without immediate supervision; ability to handle large or bulky objects; ability to use hand tools; and ability to read simple instructional material.

In some examinations applicants will be required to have 6 to 18 months experience in boiler and steam plant operation work.

Applicants may be required to take a written test.

If a written test is given for junior level or journeyman positions, it will include trade questions on boiler and steam plant work similar to question 39 on page 73.

CARPENTER

WHAT THE JOB IS LIKE

Carpenters perform work involved in the construction, alteration, and repair of government buildings and structures, and make and repair articles of wood.

Beginner Carpenters help to take measurements; saw; nail; and help to install windows, doors; finish trim, etc.

At the junior level, Carpenters repair doors and windows; install trim, locks, and latches; repair desks, chairs, cabinets, and other wooden furniture; operate woodworking machinery such as bench saws, joiners, skil saws, etc.; build wooden forms for concrete work; erect partitions; and perform other related tasks.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 11,500 Carpenters. About three quarters of these positions are with the Departments of the Army, Navy, and Air Force in their industrial and military installations throughout the country. Competition is extremely keen for the apprentice and helper jobs for which little or no experience may be required.

PAY

Carpenter Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Carpenters are paid from about $2.60 an hour to about $3.30 an hour depending upon the wages paid by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on carpentry similar to questions 9, 10, 19, 20, 21, 25, and 26 on pages 71 and 72.

CHAUFFEUR

WHAT THE JOB IS LIKE

Chauffeurs drive automobiles, station wagons, ambulances, buses, and other automotive equipment. They may be required to drive in heavy traffic or during bad weather conditions.

They must know how to recognize and prevent vehicle abuse, and how to perform minor emergency repairs such as changing tires, installing fan belt, etc.

Drivers may be required to perform such preventive maintenance services as (1) checking the fuel, oil, radiator, battery, tires, lights, horn, windshield wipers, etc.; (2) inspecting the vehicle for fuel, oil, water, or gear oil leaks; and (3) cleaning vehicle, equipment, and tools.

Chauffeurs are responsible for filling out driver's trip ticket and preventive maintenance services record. They must also know how to use a map to find locations.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 10,000 chauffeurs in various agencies throughout the country. In many areas, however, the number of applicants greatly exceeds the number of available jobs.

PAY

Chauffeurs are paid from about $1.75 an hour to about $2.75 depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had or through a written or performance test that they are reliable and dependable; that they have the ability to drive the vehicle that will be used on the job; that they have the ability to follow and interpret instructions; that they have the ability to work as a member of a team; that they have the ability to work without more than normal supervision; that they have the ability to fill out reports; and that they have a safe driving record.

Before appointment applicants will be required to have the necessary driver's license. Applicants must also pass the Civil Service Road Test prior to appointment to show that they can safely drive a vehicle of the type used on the job.

In some examinations applicants must have 6 months to 1 year experience as a Chauffeur driving the type of vehicle that will be used on the job, e.g., car, bus, ambulance.

Applicants may be required to take a written test. Questions in the written test may be similar to questions in the Tests for Drivers on pages 68 and 69.

ELECTRICAL INSTALLER AND REPAIRER (ELECTRICIAN)

WHAT THE JOB IS LIKE

Electrical Installers and Repairers install, maintain, and repair interior and exterior wiring, fire alarm systems, electric wiring of elevators, electrical sound equipment, electric wiring in machinery and controls, etc.

Beginners pull wires through building spaces and conduits, wind coils, sort materials, clean and lubricate simple motors, take apart motors, varnish motor shells, etc.

Junior level electricians install electric outlets, lighting equipment, power circuits for equipment, and perform other similar tasks.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 19,800 Electrical Installers and Repairers. About one-half of these positions are with the Department of the Navy in various industrial installations throughout the United States. The remainder are employed mostly by the Departments of the Army and Air Force. Competition is extremly keen for the beginning jobs for which little or no experience or training is required.

PAY

Electrician Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Electricians are paid from about $2.70 an hour to about $3.40 an hour depending upon the wages paid for similar work by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on electrical work similar to questions 1 and 2 on page 70; question 14 on page 71; and questions 27 and 28 on page 72.

ELECTRONIC MECHANIC

WHAT THE JOB IS LIKE

Electronic Mechanics make, install, assemble, repair, overhaul, adjust, tune, align, modify and test electronic equipment like that used in radar, radio, or industrial control systems.

Beginners assemble, solder, and replace minor parts, using visual inspection to detect trouble.

At the junior level, the workman uses a knowledge of theories of electronic physics, of electronic circuits and of mathematical formulas to do trouble-shooting with instruments.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 20,000 Electronic Mechanics. Most of these positions are with the Departments of the Army, Navy, and Air Force in their industrial and military installations throughout the country. Competition is extremely keen for the beginning jobs for which little or no experience or training is required.

PAY

Electronic Mechanic Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Electronic Mechanics are paid from about $2.70 an hour to about $3.40 an hour depending upon the wages paid by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons without experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

For junior level positions the applicant's experience and training must show that he has mechanical ability; knowledge of the equipment used in the job; that he knows how to use test equipment; and that he has the ability to do the work of the job without more than normal supervision.

For journeyman level positions the applicant must have, in addition to the above, the ability to do troubleshooting, knowledge of the theory of electronics, and the ability to suggest and apply new methods.

Applicants may be required to pass a written or performance test.

If a written test is given for junior level or journeyman positions, it will include trade questions on electronic mechanic work similar to questions 1 and 2 on page 70; question 14 on page 71; and questions 27 and 28 on page 72.

FORK-LIFT OPERATOR

WHAT THE JOB IS LIKE

Fork-Lift Operators drive fork-lift trucks in a warehouse or other storage area. They use the folk-lift truck to move, load, or unload, transfer, transport, and stack or unstack heavy supplies.

WHERE THE JOBS ARE LOCATED

The Federal government employs approximately 5,000 Fork-Lift Operators throughout the country. The Departments of the Army, Navy and Air Force are the largest employers in their industrial and supply installations.

PAY

Fork-Lift Operators are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had or through a written or performance test that they are reliable and dependable; that they are able to perform simple manual tasks; that they are able to follow directions; and that they are able to drive an automobile, or in some instances a fork-lift truck.

In some examinations applicants will be required to have 6 months to 1 year experience operating a fork-lift truck.

Questions in the written test for entry level positions may be similar to the Following Oral Directions Test on the bottom of page 65; questions 41 and 42 on page 67; and questions 1, 2, 4, and 6-18 on pages 70, 71, and 72.

If a written test is given for junior level or journeyman positions it may include trade questions on warehouse work.

FOOD SERVICE WORKER

WHAT THE JOB IS LIKE

At the beginning level, Food Service Workers dish out food from steam tables; serve meals to patients in hospitals; help the cook by making coffee, toast, and preparing eggs, peeling vegetables and fruit, making salads, dressings, and desserts. Food Service Workers also wash and dry dishes, scrub floors, clean steam tables, refrigerators and tables.

At higher levels, Food Service Workers cook meals; bake bread, cakes, and pastries; order food; take charge of the kitchen; and train and supervise beginning Food Service Workers.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 15,000 Food Service Workers. The largest employer is the Veterans Administration which alone employs about 11,000 Food Service Workers in its veterans hospitals throughout the country. Food Service Workers are also employed in Public Health Service and military hospitals throughout the country. In some areas there is a continuing need for Food Service Workers.

PAY

Pay for Food Service Workers varies according to the difficulty and responsibility of the position and depending also upon the wages paid by private employers for similar work in the same locality. Typical wages for beginning Food Service Workers may vary from about $1.50 an hour to about $2.50 an hour. Food Service Workers who perform satisfactorily may be eligible for promotion to more responsible Cook, Baker, or Supervisory Food Service Worker positions at higher pay.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had and through a written test that they are reliable and dependable; that they are able to follow directions; that they are clean and neat and able to follow sanitary practices in their work; that they are able to work amidst distractions; that they are able to work with others; and that they are able to perform simple manual tasks.

In some examinations experience of from three to six months in food preparation and serving work is required.

In other examinations the only requirement is the passing of a written test. The kind of written test given depends both on the number and quality of applicants available and the duties of the position. In some cases it may be a simple test to see if the applicant can read. The questions may be like the sample on page 69. In other examinations the questions may be similar to questions 7 and 8 on page 21; questions 12 and 13 on page 22; and questions 1, 2, 3, and 13 on page 61. In still other examinations the questions may be similar to the Gross Dexterity Test beginning on page 64; the Following Oral Directions Test on the bottom of page 65; and questions 41 and 42 on page 67.

LAUNDRY WORKER

WHAT THE JOB IS LIKE

Laundry Workers perform a variety of tasks in a laundry. They may receive clothes and linen, count and mark them, separate them according to the treatment they are to receive, and fold, stack and bundle them for delivery after they have been processed. Laundry Workers may also load, operate, and unload washing machines, dry cleaning machines, and dryers.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 5,000 Laundry Workers. The largest employers are the Veterans Administration in their veterans hospitals throughout the country, and the Departments of the Army, Navy, and Air Force in their military installations and hospitals.

PAY

Pay for Laundry Workers varies according to the difficulty and responsibility of the position and depending also upon the wages paid by private employers for similar work in the same locality. Typical wages for beginning Laundry Workers may vary from about $1.50 an hour to about $2.50 an hour.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had and through a written test that they are reliable and dependable; that they are able to perform simple manual tasks; and that they are able to follow directions.

In some examinations for Laundry Worker applicants may be required to have 3 months to 1 year of experience in a laundry.

A written test may be required.

Questions in the written test may be similar to the Gross Dexterity Test beginning on page 64; the Following Oral Directions Test on the bottom of page 65; and questions 41 and 42 on page 67.

MACHINIST

WHAT THE JOB IS LIKE

Beginning Machinists set holding devices in position; do rough cutting; maintain oil levels in machines; and clean machines, tools, and work areas. Work may be with lathes, drill presses, grinders, and milling and shaping machines.

Junior level Machinists lay out their cuts and other operations from blueprints and do simple machining.

Journeyman Machinists set up and operate a variety of machine tools. The duties include the planning, layout, finishing, fitting, and assembly operations, and the carrying of a work order through to completion.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 20,000 Machinists. About one-half of these positions are with the Department of the Navy in various shipyards and other industrial installations throughout the United States. Most of the rest of the positions are with the Departments of the Army and Air Force in their industrial and military plants throughout the United States. Competition is extremely keen for the beginning jobs for which little or no experience or training is required.

PAY

Machinist Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Machinists are paid from about $2.80 an hour to $3.60 an hour depending upon the wages paid for similar work by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on machinist work similar to questions 6, 7, 8, 12, and 19 on pages 71 and 72; and questions 36 and 37 on pages 72 and 73.

PACKER

WHAT THE JOB IS LIKE

Packers select the proper size and type of shipping container; arrange the item in the container so that it will not be damaged in shipment; mark the container for proper identification and destination; and select and apply strapping or other binding material.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 6,000 Packers in various installations throughout the country. The principal employers are the Departments of the Army, Navy, and Air Force.

PAY

Packers are paid from about $1.75 an hour to about $2.75 an hour depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had and through a written test and sometimes a performance test that they are reliable and dependable; that they are able to perform simple manual tasks; and that they are able to follow directions.

In some examinations for Packer, applicants may be required to have 6 months to 18 months experience as a Packer or in performing related duties.

Questions in the written test may be similar to questions 15 and 16 on page 62; the Following Oral Directions Test on the bottom of page 65; and questions 41 and 42 on page 67.

PAINTER

WHAT THE JOB IS LIKE

Painters prepare surfaces for painting and use a brush, roller, or spray equipment to paint interiors and exteriors of buildings, automobiles, ships, etc. Painters apply various other protective or decorative coatings, blend colors, and mix paints and other surfacing materials.

Beginners help journeymen Painters prepare surfaces by scraping loose paint, sand-papering, removing rust, and puttying depressions and holes. They may paint simple surfaces.

Painters at the junior level mix paints, match colors, and do less difficult painting than journeymen.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 11,900 Painters in installations throughout the country. The largest employers are the Departments of the Army, Navy, and Air Force, and the General Services Administration. Competition is extremely keen for the apprentice and helper jobs for which little or no experience may be required.

PAY

Painter Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Painters are paid from about $2.60 to $3.30 an hour depending upon the wages paid by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or

Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on painting similar to question 38 on page 73.

PLUMBER

WHAT THE JOB IS LIKE

Plumbers lay out, cut, bend, assemble, and install pipe, fittings and fixtures, to construct or maintain piping systems, such as fresh water, hot water, sanitary drain, sewer pipe, and fire protection sprinklers.

The duties of the beginning Plumber may include cleaning out plugged drains and toilets; replacing worn washers in valves; cutting and threading pipe; cleaning tools and equipment; helping the plumber install drains, faucets, toilets, etc.

The junior level Plumber maintains, installs, and repairs toilet systems, water systems, and related accessories, including water, air, and gas piping, waste vents, valves, and other equipment.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 3,800 Plumbers. Over three quarters of these positions are with the Departments of the Army, Navy, and Air Force in their industrial and military installations throughout the country. Competition is extremely keen for the apprentice and helper jobs for which little or no experience may be required.

PAY

Plumber Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Plumbers are paid from about $2.60 an hour to about $3.30 an hour depending upon the wages paid by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on plumbing similar to questions 16 and 19 on pages 71 and 72.

PRINTING AND REPRODUCTION WORKER

WHAT THE JOBS ARE LIKE

The printing and reproduction field covers a wide range of jobs requiring varying degrees of skill. These jobs are mostly concerned with work involved in the operation and maintenance of equipment used in the reproduction of printed matter, photographs, maps and other material by the offset printing of photoengraved and raised type processes.

Duties at the beginning level may include placing heavy rolls of paper on printing machines, watching the machines during operation and stopping them if anything goes wrong.

Above the beginning level, duties may include setting up the machine (printing and/or binding), regulating the amount of ink and pressure, making minor adjustments, insuring that the printing or binding is of good quality, and other related duties.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 12,000 people in various printing and reproduction jobs. Over one-third of these jobs are with the Government Printing Office in Washington, D. C., however, other jobs usually on less complex machines are found in government installations throughout the United States.

PAY

Helpers in printing and reproduction jobs are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Wages for journeymen are set in accordance with wages paid in the trade by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Applicants for beginner positions may be required to show from the experience and training that they have had and through a written test and sometimes a performance test that they are reliable and dependable, that they are able to perform simple manual tasks, and that they are able to follow directions.

Questions in the written test for entry level positions may be similar to questions 1-3 on page 61; questions 31 and 33 on page 64; and questions 61-110 on page 65.

In some examinations for beginner Printer or Reproduction Worker, applicants may be required to have 3 to 6 months of experience in the trade.

Applicants for higher level positions are required to have considerably more experience and training and to have knowledge of the equipment used on the job.

REFRIGERATION AND AIR-CONDITIONING EQUIPMENT REPAIRMAN

WHAT THE JOB IS LIKE

Refrigeration and Air-Conditioning Equipment Repairmen install and repair refrigeration air-conditioning, dehumidification, cold storage, and compressed air systems. They adjust and service automatic controls at the place of operation; service and make minor repairs of motors; repair and overhaul compressors, pumps, fans, condensers, and other similar equipment, and they replace bearings, belts, and other components as required.

Helpers work under the direction of a journeyman. They clean and oil the equipment, keep the work areas clean, obtain materials, and perform related tasks.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 4,300 Refrigeration and Air-Conditioning Equipment Repairmen. The Departments of the Army, Navy, and Air Force are the largest employers.

PAY

Repairmen Helpers are paid from approximately $1.90 an hour to approximately $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Repairmen are paid from approximately $2.70 an hour to approximately $3.40 an hour depending on the wage rate paid in the same locality by private industry.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on refrigeration and air-conditioning equipment repair work similar to question 35 on page 72.

SEWING MACHINE OPERATOR

WHAT THE JOB IS LIKE

Sewing Machine Operators use a single or multiple needle sewing machine to make, repair, or alter such articles as clothing, upholstery, tents, hats, etc.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 1,900 Sewing Machine Operators throughout the country. The largest employers are the Defense Supply Agency and the Department of the Army.

PAY

Sewing Machine Operators are paid from about $1.70 an hour to about $2.70 an hour depending upon the wages paid by private employers for similar work in the same area.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had and sometimes through a performance test that they are reliable and dependable; that they have knowledge of the sewing machine; and that they have knowledge of sewing practices.

In some examinations for Sewing Machine Operator, applicants may be required to have 6 months to 18 months experience as a Sewing Machine Operator or in performing related duties.

There is usually no written test for this position.

SHEET METAL WORKER

WHAT THE JOB IS LIKE

Sheet Metal Workers lay out, put together, repair, and install sheet metal in buildings, warm-air heating plants, roofs, and air-conditioning and ventilating systems, and for manufacturing purposes.

Beginners cut metal, punch and bore holes, do simple soldering, and run simple metal-bending, cutting, or welding machines.

Junior Sheet Metal Workers lay out, construct, and install the simpler air-conditioning ducts, fan housings, metal moldings, coverings for door frames, etc.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 7,300 Sheet Metal Workers throughout the country. The Department of the Navy employs almost three-quarters of these mostly in naval shipyards. The remainder are employed mostly by the Departments of the Army and Air Force. Competition is extremely keen for the beginning jobs for which little or no experience or training is required.

PAY

Beginning Sheet Metal Workers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same locality. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Sheet Metal Workers are paid from about $2.70 an hour to about $3.40 an hour depending upon the wages paid by private employers in the same locality.

QUALIFICATION REQUIREMENTS

Persons without experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

For junior level positions the applicant's experience and training must show that he has knowledge of the equipment, structure, etc., that will be constructed or repaired; dexterity; ability to follow instructions and blueprints; ability to use tools; and ability to do the work of the position without more than normal supervision.

For journeyman level positions the applicant must demonstrate through the experience and training that he has had that, in addition, he has the ability to do layout and pattern development.

Applicants may be required to pass a written or performance test.

If a written test is given for junior level or journeyman positions, it will include trade questions on sheet metal work similar to questions 19, 22, 23, and 24 on page 72.

STEAMFITTER AND PIPEFITTER

WHAT THE JOB IS LIKE

Steamfitters and Pipefitters maintain and install pipes for steam, high-pressure air or oil lines, fire sprinkling systems, etc.

The beginner Steamfitter or Pipefitter cuts and threads pipe, and helps the journeyman install pipes, valves, and related equipment.

The junior level Steamfitter or Pipefitter does simple installation jobs on pipes and valves and tests for leaks. He may also be required to install insulating material of various types around the pipes and equipment.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 11,900 Steamfitters and Pipefitters. About three-quarters of these positions are with the Department of the Navy, primarily in naval shipyards. The Departments of the Army and Air Force are also major employers in their industrial and military installations throughout the country. Competition is extremely keen for the apprentice and helper jobs for which little or no experience may be required.

PAY

Steamfitter and Pipefitter Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

Journeyman Steamfitters and Pipefitters are paid from about $2.70 an hour to about $3.40 an hour depending upon the wages paid by private industry in the same locality.

QUALIFICATION REQUIREMENTS

Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on steamfitting and pipefitting similar to questions 16, 17, 19, 29, 30, and 31 on pages 71 and 72.

TRUCK DRIVER

WHAT THE JOB IS LIKE

Truck Drivers are responsible for reaching established pick-up and delivery points and for following scheduled routes.

They may be required to check gas, oil, water, anti-freeze, tire pressure, and serviceable condition of vehicle, and make minor road repairs in an emergency.

Truck drivers may be required to load and unload their truck. They balance the load and see that it does not exceed the truck's capacity. When necessary they tie down or otherwise secure the cargo.

They may have to operate the vehicle under hazardous road conditions, over mountain roads, or in congested city traffic, drive through narrow passageways or alleys and make tight turns as in parking and backing to loading platforms.

They report defects in the truck's operation, traffic violations, and accidents (written accident reports); they complete trip tickets, and obtain receipts for deliveries.

WHERE THE JOBS ARE LOCATED

The Federal government employs approximately 7,000 drivers of light, medium, and heavy trucks (excluding tractor trailers). The largest employers are the Post Office and the Departments of the Navy and Air Force in their industrial and supply installations. Many other agencies throughout the country also employ Truck Drivers.

PAY

Drivers of medium size trucks are paid from about $2.10 an hour to about $2.95 an hour depending upon the wages paid by private employers for similar work in the same area. Drivers of light trucks are paid slightly less and drivers of heavier trucks are paid slightly more.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had or through a written and performance test that they are reliable and dependable; that they are able to perform simple manual tasks; that they are able to follow directions; and that they have the ability to drive the kind of truck that will be used on the job.

In some examinations applicants will be required to have 6 months to 1 year experience driving the kind of truck used in the job for which they are applying.

In all cases applicants must have a safe driving record and before appointment will be required to have the necessary driver's license.*

Applicants may be required to take a written test.

Questions in the written test may be similar to questions in the Tests for Drivers on pages 68 and 69.

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*Applicants must also pass the Civil Service Road Test prior to appointment to show that they can safely drive a vehicle of the type used on the job.

WAREHOUSEMAN

WHAT THE JOB IS LIKE

Warehousemen perform a variety of duties related to the receipt, storage, and shipment of various equipment, supplies, and parts. Warehousemen may unload trucks, unpack supplies, check to see that the amount of goods received agrees with the amount on the bill of lading; separate supplies and place them in the warehouse according to established procedures and regulations; fill orders by taking supplies from the warehouse.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 30,000 Warehousemen throughout the country. The Departments of the Army, Navy, and Air Force are the largest employers in their industrial and supply installations.

PAY

Pay for Warehousemen varies according to the difficulty and responsibility of the position and depending also upon the wages paid by private employers for similar work in the same locality. Typical wages for beginning Warehousemen may vary from about $1.75 an hour to about $2.75 an hour.

QUALIFICATION REQUIREMENTS

Applicants may be required to show from the experience and training that they have had and through performance and written tests that they are reliable and dependable; that they are able to perform simple manual tasks; that they are able to follow directions; that they have the strength and stamina to do the necessary lifting; and that they can perform arithmetic computations.

In some examinations for Warehousemen, applicants will be required to have 6 or more months of experience in warehouse work.

Questions in the written test for entry level positions may be similar to questions 1-10 on page 61; questions 20-27 on page 63; questions 35-60 on pages 64 and 65; and the Following Oral Directions Test on the bottom of page 65.

If a written test is given for junior level or journeyman positions, it will include trade questions on warehouse work similar to question 3 on page 71.

WELDER

WHAT THE JOB IS LIKE

At the lower levels, Welders do such things as cut scrap metal with a flame torch or make simple welds. At higher levels, Welders use acetylene or electric torches to melt metal and weld edges together during the making and repairing of metal parts or articles.

WHERE THE JOBS ARE LOCATED

The Federal government employs about 9,500 Welders. About two-thirds of these positions are with the Department of the Navy in various industrial installations throughout the United States. The remainder of the positions are mainly with the Departments of the Army and Air Force and the Tennessee Valley Authority.

PAY

Welder Helpers are paid from about $1.90 an hour to about $2.80 an hour depending upon the wages paid by private employers for similar work in the same area. Apprentices usually start at a slightly lower rate and receive periodic increases until they reach journeyman status and pay.

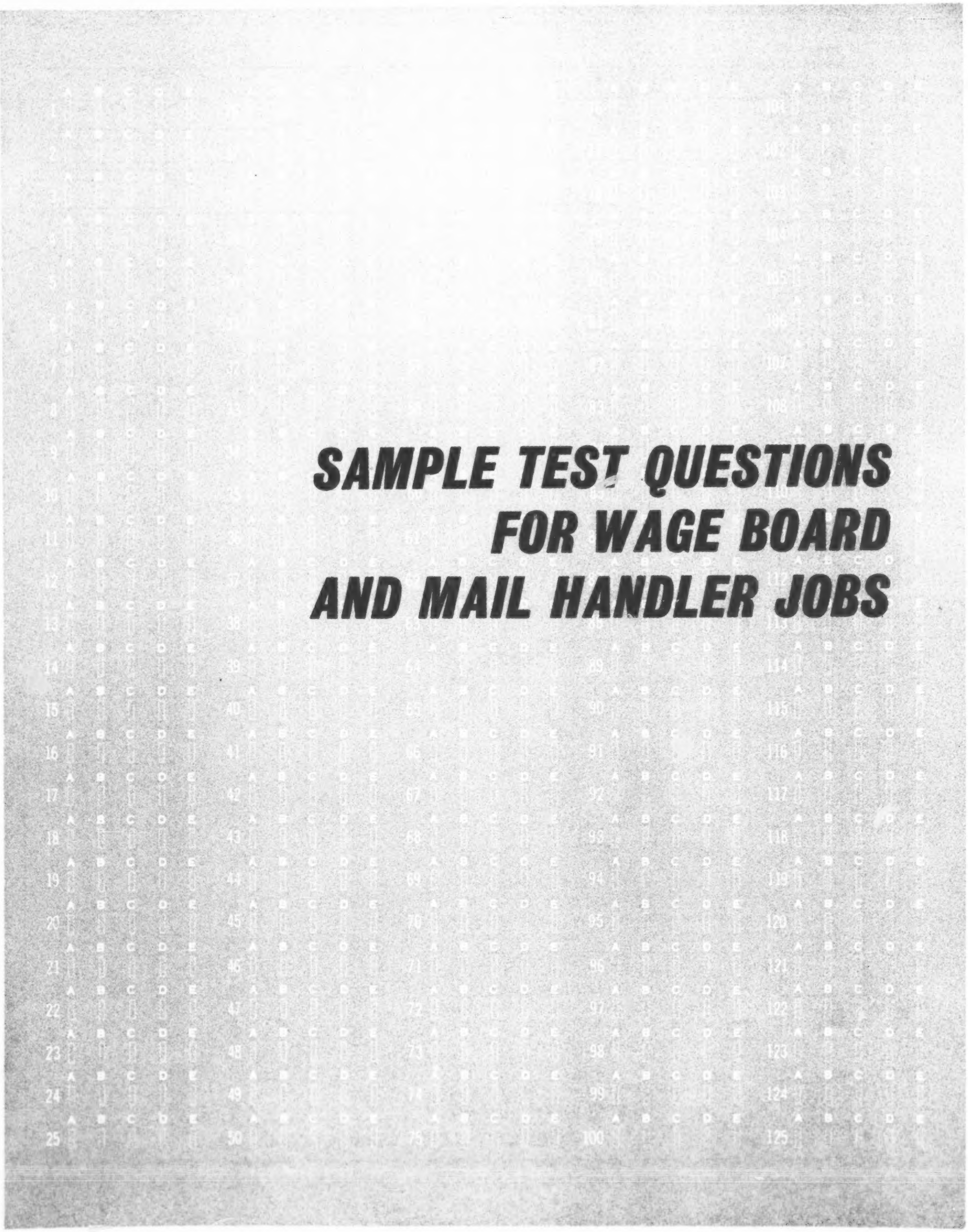
Journeyman Welders are paid from about $2.70 an hour to about $3.40 an hour depending upon the wages paid for similar work by private industry in the same locality.

QUALIFICATION REQUIREMENTS

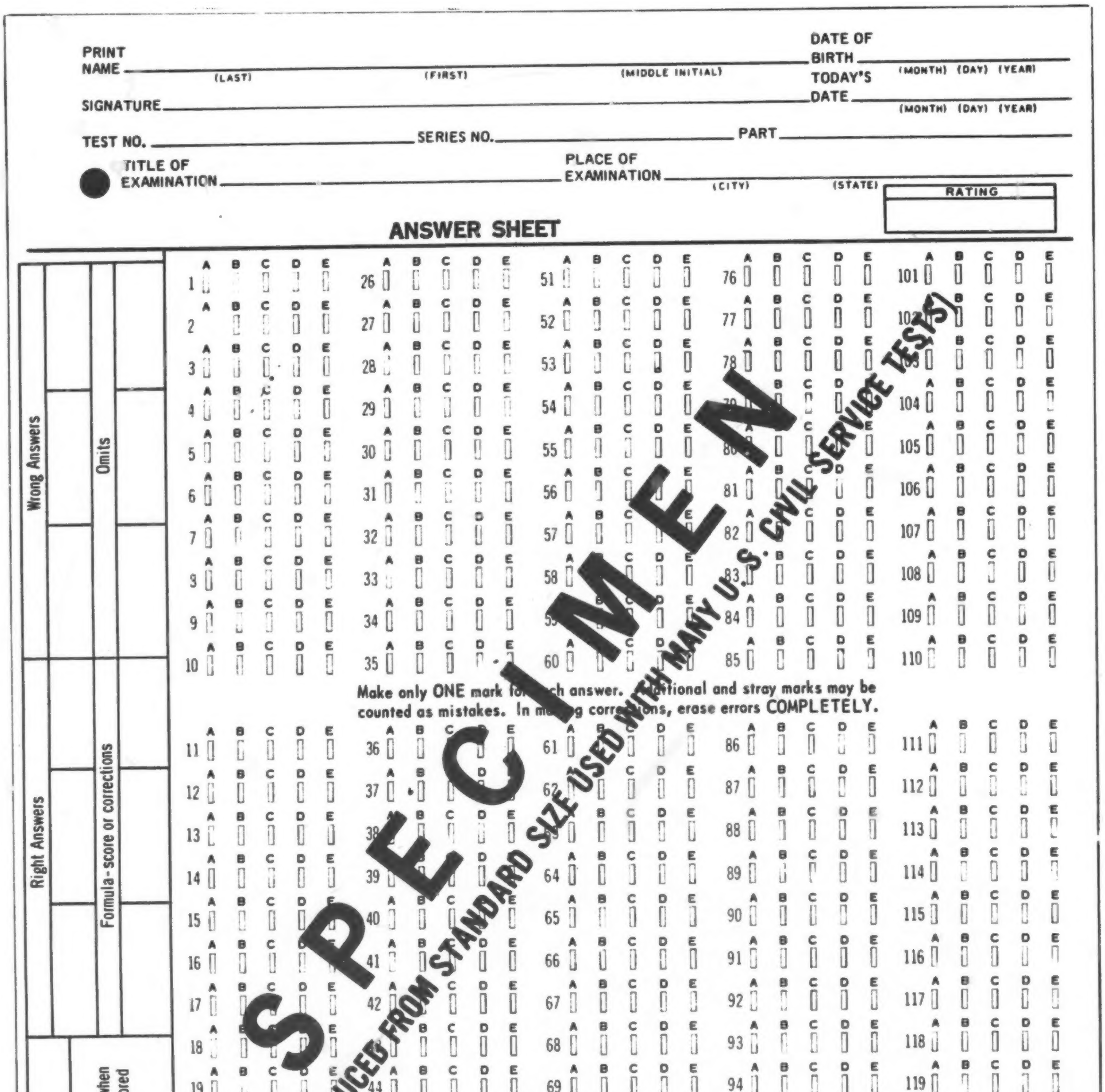
Persons with little experience or training may enter the trade through Apprentice or Helper Examinations or be promoted from a Laborer position. (See the "job briefs" for Apprentice, Helper, or Laborer.)

Applicants for junior level and journeyman positions will be required to have sufficient experience and training to do the job. They may also have to pass a written or a performance test of trade skill.

If a written test is given for junior level or journeyman positions, it will include trade questions on welding similar to questions 32-34 on page 72.



SAMPLE TEST QUESTIONS FOR WAGE BOARD AND MAIL HANDLER JOBS



PRINT NAME ____________ (LAST) ____________ (FIRST) ____________ (MIDDLE INITIAL) DATE OF BIRTH ____________ (MONTH) (DAY) (YEAR)

SIGNATURE ____________ TODAY'S DATE ____________ (MONTH) (DAY) (YEAR)

TEST NO. ____________ SERIES NO. ____________ PART ____________

TITLE OF EXAMINATION ____________ PLACE OF EXAMINATION ____________ (CITY) ____________ (STATE)

RATING

ANSWER SHEET

SPECIMEN

(SLIGHTLY REDUCED FROM STANDARD SIZE USED WITH MANY U.S. CIVIL SERVICE TESTS)

Wrong Answers	Omits
Right Answers	Formula-score or corrections
	Commoning when Machine-Scored

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
1	☐	☐	☐	☐	☐	26	☐	☐	☐	☐	☐	51	☐	☐	☐	☐	☐	76	☐	☐	☐	☐	☐	101	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	27	☐	☐	☐	☐	☐	52	☐	☐	☐	☐	☐	77	☐	☐	☐	☐	☐	102	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	28	☐	☐	☐	☐	☐	53	☐	☐	☐	☐	☐	78	☐	☐	☐	☐	☐	103	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	29	☐	☐	☐	☐	☐	54	☐	☐	☐	☐	☐	79	☐	☐	☐	☐	☐	104	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	30	☐	☐	☐	☐	☐	55	☐	☐	☐	☐	☐	80	☐	☐	☐	☐	☐	105	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐	31	☐	☐	☐	☐	☐	56	☐	☐	☐	☐	☐	81	☐	☐	☐	☐	☐	106	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐	32	☐	☐	☐	☐	☐	57	☐	☐	☐	☐	☐	82	☐	☐	☐	☐	☐	107	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	33	☐	☐	☐	☐	☐	58	☐	☐	☐	☐	☐	83	☐	☐	☐	☐	☐	108	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐	34	☐	☐	☐	☐	☐	59	☐	☐	☐	☐	☐	84	☐	☐	☐	☐	☐	109	☐	☐	☐	☐	☐
10	☐	☐	☐	☐	☐	35	☐	☐	☐	☐	☐	60	☐	☐	☐	☐	☐	85	☐	☐	☐	☐	☐	110	☐	☐	☐	☐	☐

Make only ONE mark for each answer. Additional and stray marks may be counted as mistakes. In making corrections, erase errors COMPLETELY.

	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
11	☐	☐	☐	☐	☐	36	☐	☐	☐	☐	☐	61	☐	☐	☐	☐	☐	86	☐	☐	☐	☐	☐	111	☐	☐	☐	☐	☐
12	☐	☐	☐	☐	☐	37	☐	☐	☐	☐	☐	62	☐	☐	☐	☐	☐	87	☐	☐	☐	☐	☐	112	☐	☐	☐	☐	☐
13	☐	☐	☐	☐	☐	38	☐	☐	☐	☐	☐	63	☐	☐	☐	☐	☐	88	☐	☐	☐	☐	☐	113	☐	☐	☐	☐	☐
14	☐	☐	☐	☐	☐	39	☐	☐	☐	☐	☐	64	☐	☐	☐	☐	☐	89	☐	☐	☐	☐	☐	114	☐	☐	☐	☐	☐
15	☐	☐	☐	☐	☐	40	☐	☐	☐	☐	☐	65	☐	☐	☐	☐	☐	90	☐	☐	☐	☐	☐	115	☐	☐	☐	☐	☐
16	☐	☐	☐	☐	☐	41	☐	☐	☐	☐	☐	66	☐	☐	☐	☐	☐	91	☐	☐	☐	☐	☐	116	☐	☐	☐	☐	☐
17	☐	☐	☐	☐	☐	42	☐	☐	☐	☐	☐	67	☐	☐	☐	☐	☐	92	☐	☐	☐	☐	☐	117	☐	☐	☐	☐	☐
18	☐	☐	☐	☐	☐	43	☐	☐	☐	☐	☐	68	☐	☐	☐	☐	☐	93	☐	☐	☐	☐	☐	118	☐	☐	☐	☐	☐
19	☐	☐	☐	☐	☐	44	☐	☐	☐	☐	☐	69	☐	☐	☐	☐	☐	94	☐	☐	☐	☐	☐	119	☐	☐	☐	☐	☐
20	☐	☐	☐	☐	☐	45	☐	☐	☐	☐	☐	70	☐	☐	☐	☐	☐	95	☐	☐	☐	☐	☐	120	☐	☐	☐	☐	☐
21	☐	☐	☐	☐	☐	46	☐	☐	☐	☐	☐	71	☐	☐	☐	☐	☐	96	☐	☐	☐	☐	☐	121	☐	☐	☐	☐	☐
22	☐	☐	☐	☐	☐	47	☐	☐	☐	☐	☐	72	☐	☐	☐	☐	☐	97	☐	☐	☐	☐	☐	122	☐	☐	☐	☐	☐
23	☐	☐	☐	☐	☐	48	☐	☐	☐	☐	☐	73	☐	☐	☐	☐	☐	98	☐	☐	☐	☐	☐	123	☐	☐	☐	☐	☐
24	☐	☐	☐	☐	☐	49	☐	☐	☐	☐	☐	74	☐	☐	☐	☐	☐	99	☐	☐	☐	☐	☐	124	☐	☐	☐	☐	☐
25	☐	☐	☐	☐	☐	50	☐	☐	☐	☐	☐	75	☐	☐	☐	☐	☐	100	☐	☐	☐	☐	☐	125	☐	☐	☐	☐	☐

DIGITEK, Optical Scanning Systems
DC 1299

UNITED STATES CIVIL SERVICE COMMISSION

CSC FORM 790
FEBRUARY 1965

You may have to take a written test to see which job you are best fitted for. If you do, it will very likely be the kind of test that has several answers given with each question. You will pick out the answer you think is right, and mark an answer sheet to show which one you have chosen. Then the sheet will be run through an electric machine that counts the right answers.

All the sample questions from here on have been answered on the Sample Answer Sheet on each page. This is not a practice book, but a collection of samples to show you what kind of questions you are likely to get if you take a test. Read all about the questions that go with the job you want, so that you will know what to do in the exam room.

WORD MEANING

Select the word that means the same as the word in capital letters.

1. SHORT means most nearly

A) tall	D) heavy
B) wide	E) dark
C) brief	

2. RAISE means most nearly

A) lift	D) throw
B) drag	E) show
C) drop	

3. AUTHENTIC means most nearly

A) detailed	D) technical
B) reliable	E) practical
C) valuable	

SPELLING

If the word is spelled correctly, the answer is A (for All right); if it is wrong, the answer is B (for Bad).

4. electric
5. selfesh
6. eagle
7. mineral
8. apoint
9. yearley
10. promotion

When several different ways to spell the word are given, the answer sheet should be marked to show which one is right; or if all are wrong, it should be marked D.

11. A) occassion C) ocassion
 B) occasion D) none of these

12. A) amature C) amatuer
 B) amatur D) none of these

READING COMPREHENSION

13. *(Reading)* "What constitutes skill in any line of work is not always easy to determine; economy of time must be carefully distinguished from economy of energy, as the quickest method may require the greatest expenditure of muscular effort, and may not be essential or at all desirable." *The quotation best supports the statement that*
 A) energy and time cannot both be conserved in the performing of a single task
 B) the most efficiently executed task is not always the one done in the shortest time
 C) if a task requires muscular energy, it is not being performed economically
 D) skill in performing a task should not be acquired at the expense of time
 E) a task is well done when it is performed in the shortest time

ENGLISH USAGE

The following question contains five sentences. Decide which one of the sentences is preferable with respect to grammar and usage such as would be suitable in a formal letter or report. Then darken the proper space on the answer sheet.

14. A) They do not ordinarily present these kind of reports in detail like this.
 B) Reports like this is not generally given in such great detail.
 C) A report of this kind is not hardly ever given in such detail as this one.
 D) This report is more detailed than what such reports ordinarily are.
 E) A report of this kind is not ordinarily presented in such detail as this one.

Sample Answer Sheet

	A	B	C	D	E
1	▯	▯	▮	▯	▯
2	▮	▯	▯	▯	▯
3	▯	▮	▯	▯	▯
4	▮	▯	▯	▯	▯
5	▯	▮	▯	▯	▯
6	▮	▯	▯	▯	▯
7	▮	▯	▯	▯	▯
8	▯	▮	▯	▯	▯
9	▯	▮	▯	▯	▯
10	▮	▯	▯	▯	▯
11	▯	▮	▯	▯	▯
12	▯	▯	▯	▮	▯
13	▯	▮	▯	▯	▯
14	▯	▯	▯	▯	▮

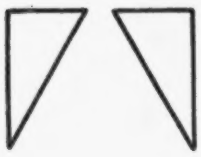
SPATIAL ABILITY

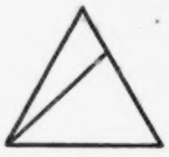
The ability to understand drawings of solid objects and to find small differences between drawings is useful when your job requires you to read blueprints or to understand the pictures in an instruction book. There are several kinds of questions to test spatial ability.

In questions 15 and 16 the flat pieces shown at the left can be arranged to make one of the row of figures on the right. The pieces can be turned around or turned over, but they must fit together edge to edge without overlapping.

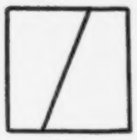
From these pieces *which one of these arrangements can you make?*

15.

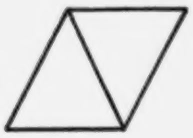




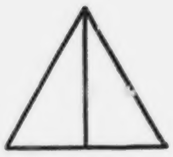
A



B

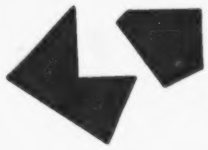


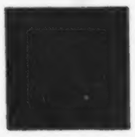
C



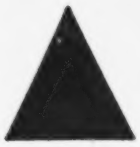
D

16.

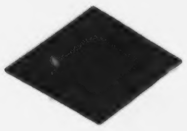




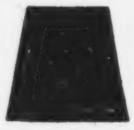
A



B



C



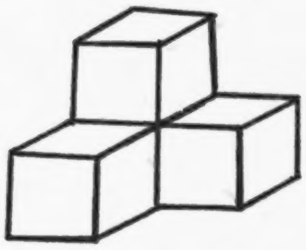
D

In questions 17 and 18, there are only enough hidden blocks in the pile to hold up the ones you can see. For example, in question 17, you can see only three blocks, but you know that the top block has to be resting on another one.

Sample Answer Sheet

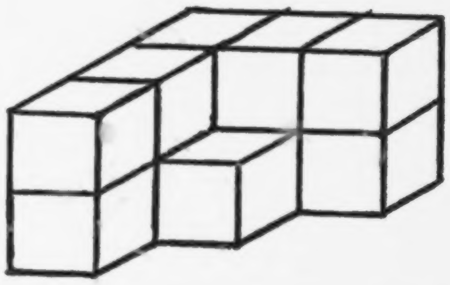
	A	B	C	D	E
15	☐	☐	☐	●	☐
16	☐	☐	☐	●	☐
17	☐	●	☐	☐	☐
18	☐	☐	●	☐	☐
19	☐	☐	●	☐	☐

17. How many blocks must there be in this pile?



A) 3
B) 4
C) 5
D) 6
E) 7

18. How many blocks must there be in this pile?



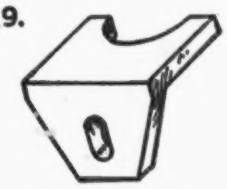
A) 9
B) 10
C) 11
D) 12
E) 13

PERCEPTION

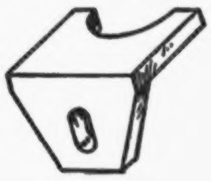
Other questions that use pictures can test your ability to see differences between several objects that are almost exactly alike.

19. Which of the drawings is different from the other four?

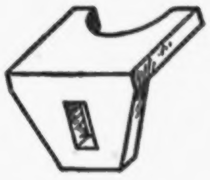
19.



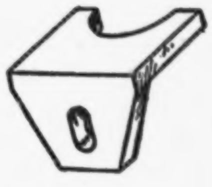
A



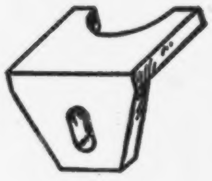
B



C



D



E

2

ARITHMETIC

Nearly every job needs some arithmetic. Sometimes you have to figure the size of a piece of wood or sheet metal, and you need to know fractions.

To see whether you can work quickly with numbers, check the multiplication problems in questions 20 and 21 below, to see whether they are right. Don't copy the problems, but put down the *question number* and the *letter* when you find a wrong answer. For example, in question 20 A), 24 x 6 is not 124, so 20 A) is *wrong;* 51 x 8 is 408, so B) is right; 47 x 7 is not 327, so 20 C) is wrong. After you have tried all the multiplication problems in questions 20 and 21, check the addition problems in questions 22 and 23. Then see whether all the problems you checked as wrong are marked on the Sample Answer Sheet.

Multiplication.

20.	A) 24	B) 51	C) 47	D) 39	E) 75
	6	8	7	2	4
	124	408	327	88	300
21.	A) 83	B) 17	C) 32	D) 62	E) 56
	5	3	4	9	0
	415	51	138	558	56

Addition.

22.	A) 14	B) 52	C) 76	D) 39	E) 15
	28	88	31	17	26
	71	40	42	63	51
	32	11	50	91	77
	135	191	199	200	169
23.	A) 66	B) 23	C) 47	D) 95	E) 80
	53	61	83	10	22
	13	82	68	27	64
	70	20	34	43	35
	207	196	231	175	211

For the following questions, select the right answer. If the right answer is not shown as A), B), C), or D), then E) "none of these" is the right answer.

24. Add:

$$\begin{array}{r} 9\,6\,3 \\ 2\,5\,7 \\ \underline{4\,1\,6} \end{array}$$

Answers

A) 1,516
B) 1,526
C) 1,636
D) 1,726
E) none of these

25. Subtract:

$$\begin{array}{r} 3\,3 \\ \underline{8} \end{array}$$

A) 25
B) 26
C) 35
D) 36
E) none of these

26. Multiply:

$$\begin{array}{r} 4\,5 \\ \underline{5} \end{array}$$

A) 200
B) 215
C) 225
D) 235
E) none of these

27. Divide:

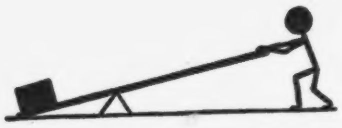
$$40\overline{)1,208}$$

A) 3
B) 30
C) 33
D) 40
E) none of these

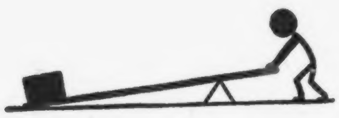
Sample Answer Sheet

	A	B	C	D	E
20	▮	▯	▮	▮	▯
21	▯	▯	▮	▯	▮
22	▮	▯	▯	▮	▯
23	▯	▮	▮	▯	▮
24	▯	▯	▮	▯	▯
25	▮	▯	▯	▯	▯
26	▯	▯	▮	▯	▯
27	▯	▯	▯	▯	▮
28	▮	▯	▯	▯	▯

MECHANICAL APTITUDE



X



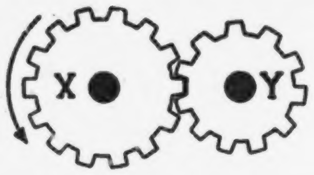
Y

28. In the pictures above, X and Y are lifting a heavy load with a lever. Which of these is true?
A) X can lift more weight than Y.
B) Y can lift more weight than X.
C) Both X and Y can lift the same weight.
D) The pictures do not show enough about the lever to tell which man can lift more weight.

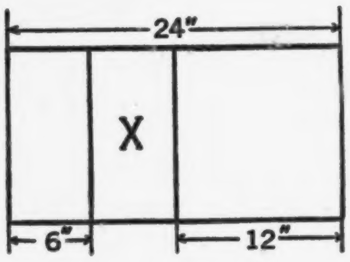
Sample Answer Sheet

	A	B	C	D	E
29	○	○	○	●	○
30	○	○	●	○	○
31	○	●	○	○	○
32	●	○	○	○	○
33	○	○	○	○	●
34	○	○	○	○	●
35	○	○	○	○	●
36	●	○	○	○	○
37	○	○	○	○	●
38	○	○	○	●	○
39	○	○	●	○	○
40	○	○	●	○	○
41	○	○	○	○	●
42	●	○	○	○	○
43	○	○	●	○	○
44	○	○	○	●	○
45	○	○	○	○	●
46	○	○	●	○	○
47	○	○	●	○	○
48	●	○	○	○	○
49	○	○	○	○	●
50	○	○	○	●	○
51	○	●	○	○	○
52	○	○	○	●	○

29. X and Y are two gear wheels. When X turns in the direction of the arrow, Y must turn
    A) the same way, more slowly than X
    B) the same way, at the same speed as X
    C) the other way, at the same speed as X
    D) the other way, faster than X



SHOP ARITHMETIC



30. In the above figure the percentage of the whole sheet represented by the part labeled X is
    A) 16⅔%
    B) 20 %
    C) 25 %
    D) 33⅓%
    E) none of these

31. ½ of ¼ is
    A) $\frac{1}{12}$
    B) ⅛
    C) ¼
    D) ½
    E) 8

32. A drawing of a certain large building is 10 inches by 15 inches. On this drawing 1 inch represents 5 feet. If the same drawing had been made 20 inches by 30 inches, 1 inch on the drawing would represent
    A) 2½ feet
    B) 3⅓ feet
    C) 5 feet
    D) 7½ feet
    E) 10 feet

33. Divide:

$27\overline{)4379.4}$

Answers

A) 160.2
B) 160.22
C) 1,620.2
D) 1,622
E) none of these

34. An opening 6 yards long and 3 feet wide is to be covered by sheathing. Enough lumber is available to cover two-thirds of the area of the opening. How many square feet will remain uncovered?
    A) 2
    B) 4
    C) 6
    D) 12
    E) none of these

SORTING

Each of the boxes below has the names of four people. This set of boxes is the *sorting scheme*. Each numbered question from 35 to 52 is one of these names, and the answer is the letter of the box where that name is. If you were sorting mail, this is the kind of task you would do. When you take a written test like this, you will have some time to study the sorting scheme. After that, you will be able to answer the questions very quickly.

Sorting Scheme

A	Redman Payne Carter Conlow
B	Denton Rayburn Sanford Eastlake
C	Teller Moore Garvey Randall
D	Edison Miller Appleton Loman
E	Wheeler Forest Simmons Camp

Questions:

35. Simmons
36. Payne
37. Camp
38. Miller
39. Garvey
40. Randall
41. Wheeler
42. Redman
43. Moore
44. Appleton
45. Forest
46. Moore
47. Teller
48. Carter
49. Wheeler
50. Edison
51. Rayburn
52. Loman

GROSS DEXTERITY

This is an easy test of dexterity, or skill with your hands. (Some other dexterity tests are harder.) In the examination room you may use a whole answer sheet for a test like this, or you may use just one or two columns on the sheet. Whichever it is, the numbers and letters you are to mark will be listed as below. You are to go straight down the list, finding each number on the answer sheet and marking the space for the letter that is shown with it. For some of the numbers you may be told to mark more than one space. It will help you to find the numbers quickly, when you are working on a real test, if you remember how the real answer sheet is arranged, with 25 numbers in each column.

These questions are marked on the sample answer sheet on this page:

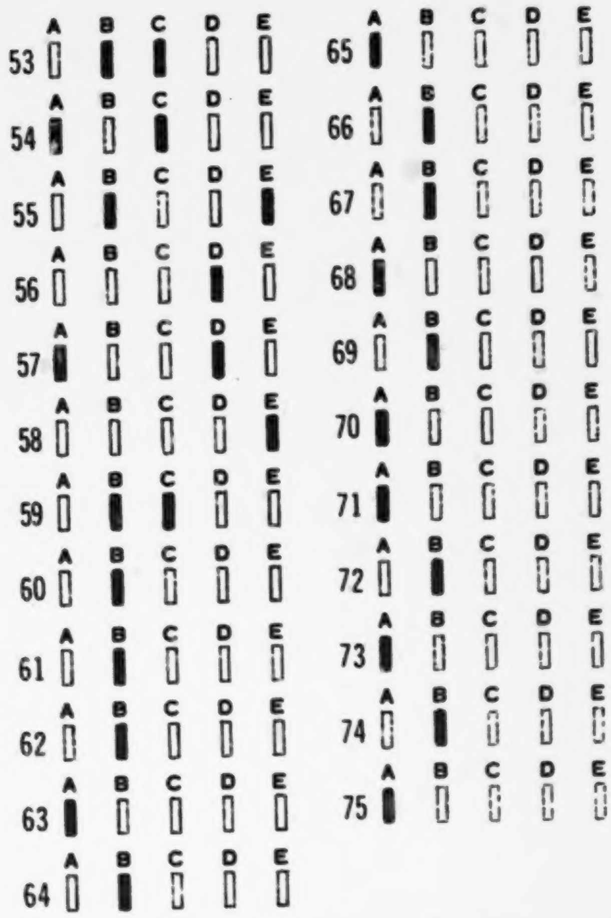
53. C
59. B
54. C
57. A
56. D
58. E
55. E
59. E
55. B
60. B
53. B
59. C
57. D
54. A

CHECKING

In this test, the answer is A if the two columns have exactly the same name, and B if the name in the second column is different in any way.

61.	McDonnell & Barry	McDonnell & Barrie
62.	Waddington Electronics	Wadington Electronics
63.	Byrne Optical Co.	Byrne Optical Co.
64.	Johnson and Brothers	Johnson Brothers
65.	Recreation Department	Recreation Department
66.	Pines Carpetland	Pines Carpet Land
67.	Thomas Abel & Sons	Thomas Abell & Sons
68.	Davidson's Cars	Davidson's Cars
69.	Gold Medal Piano Co.	Gold Medal Piano Corp.
70.	Martindale Associates	Martindale Associates
71.	Claudia Shepard, Sewing	Claudia Shepard, Sewing
72.	Diederick Dairy Farm	Diederich Dairy Farm
73.	McKenna's Nursery	McKenna's Nursery
74.	Hendrix Butler Co.	Hendrix and Butler Co.
75.	Axelson Beauty Supplies	Axelson Beauty Supplies

Sample Answer Sheet



FOLLOWING ORAL DIRECTIONS

In this test the examiner will read directions aloud, and you will mark your answer sheet as directed. You must listen carefully and try to work quickly. The reading will be timed carefully so that everyone will have the same time to write the answers. The sample answer sheet at the right has been marked to show how it would look after following all these instructions:

"Mark E for 82, 83, 85, (slight pause) 78, and 102. (Pause.)

"Mark C for 107, 110, and 103. (Pause.)

"Mark D as in dog for 101, 110, (slight pause) 76, and 85. (Pause.)

"For the next set of questions, mark space E and also mark the letter I call, unless E is already marked. If E is already marked for that number, do not make any mark for that number.

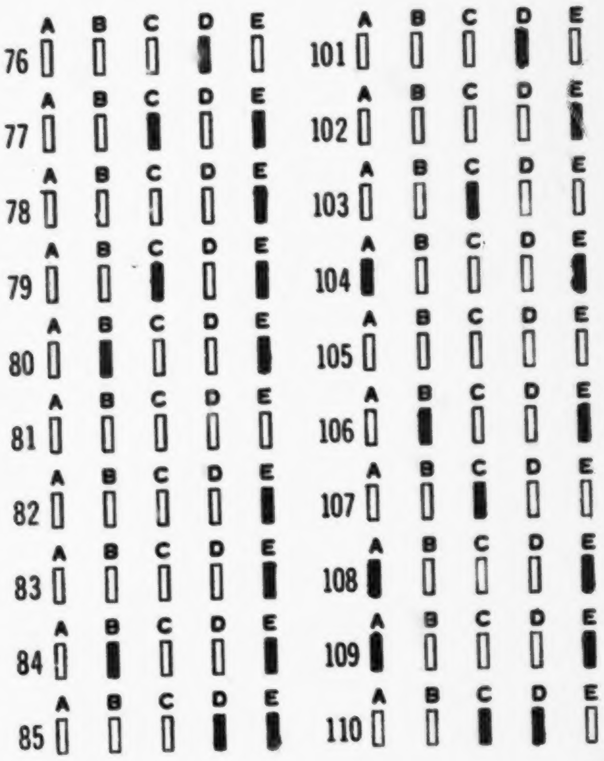
"Mark B as in boy for 106, 78, (slight pause) 80, and 84. (Pause.)

[Do you understand why B was not marked for 78? Read the instructions again to see why.]

"Mark A for 108, 104, 83, and 109. (Pause.)

"Mark C for 79, 102, (slight pause) and 77."

Sample Answer Sheet



FOLLOWING ORAL DIRECTIONS AND GROSS DEXTERITY

In the examination, the examiner will read aloud directions for you to follow. A sample of the directions is given below. The directions are not the same in the real test, but they are something like these. The sample answer sheet printed on this page is marked to show how the answers would be marked if all these directions have been followed.

You will have a sheet of lined paper and a pencil as well as the answer sheet when this test begins. The examiner will read directions like these:

"Fold your lined paper so that the long edges are together, and crease it. Now fold it again. Now unfold it so that you have four columns to write in. (Pause) In the first column, on the first line, write the number 4. (Pause) On the second line in the same column, write the number 15. Next line, write 12. (Pause) Now go to column 2. Write 35 on the first line (Pause), 26 on the next line (Pause), and 38 on the third line. (Pause) In column 3, write 11 on the first line (Pause), 18 next (Pause) and 6 last. In column 4, write 16 on the first line (Pause), 32 next (Pause), and 19 last. The first number in the first column is 4. Write the letter C next to it, so it reads 4C. (Pause) The first number in the second column is 35. Write the same letter next to it, so it reads 35C. (Pause) Write C next to the other numbers on the first line, so they read 11C (Pause) and 16C. (Pause) Write the letter A next to each number on the second line. (Pause) Write the letter B as in boy next to each number on the third line. (Pause) Now lay aside the lined paper and take the answer sheet. You will mark one answer space for certain numbers. See how D has been marked for number 1. You will make the same kind of black mark where I tell you. Mark 2E. That is, make a black mark at space E for number 2. (Pause) Mark 9C. (Pause) Mark 26C. (Pause) Mark B as in boy for 15, 16, and 20. (Pause) Mark E for 12, 29, 34, and 39. (Pause) Remember that you should not have more than one mark for any number. If I call a second letter where you already have one, do *not* mark the new letter. Instead, mark A for the number below it. Now I call 2D. You should *not* mark 2D, because you have already marked 2E. Instead, mark A for the next number. That is, mark 3A. (Pause) Remember to mark A for the *next* number if I call a number that is already marked. Now I call 28C. (Pause) 9B (Pause) 17C (Pause) 12D (Pause) 26E and 29D. (Pause) Now take the sheet of lined paper on which you wrote letters and numbers. Do *not* start until I tell you to. You will mark the space on your answer sheet for each number and letter you wrote. But if you already have a mark for a number, do not mark another letter.

Do not start until I tell you to. Remember this rule: if you have a mark already made for a number, do not make any new mark at all. Ready—start to mark, now!"

[In the examination room, you will be timed as you do this part of the test. Your lined paper for the real test will have many more numbers and letters on it, and you will be expected to work as fast as you can, but you should still be careful not to make mistakes.]

Sample Answer Sheet

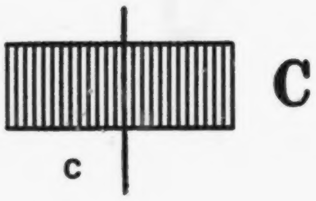
	A	B	C	D	E
1	▯	▯	▯	▮	▯
2	▯	▯	▯	▯	▮
3	▮	▯	▯	▯	▯
4	▯	▯	▮	▯	▯
5	▯	▯	▯	▯	▯
6	▯	▮	▯	▯	▯
7	▯	▯	▯	▯	▯
8	▯	▯	▯	▯	▯
9	▯	▯	▮	▯	▯
10	▮	▯	▯	▯	▯
11	▯	▯	▮	▯	▯
12	▯	▯	▯	▯	▮
13	▮	▯	▯	▯	▯
14	▯	▯	▯	▯	▯
15	▯	▮	▯	▯	▯
16	▯	▮	▯	▯	▯
17	▯	▯	▮	▯	▯
18	▮	▯	▯	▯	▯
19	▯	▮	▯	▯	▯
20	▯	▮	▯	▯	▯
21	▯	▯	▯	▯	▯
22	▯	▯	▯	▯	▯
23	▯	▯	▯	▯	▯
24	▯	▯	▯	▯	▯
25	▯	▯	▯	▯	▯
26	▯	▯	▮	▯	▯
27	▮	▯	▯	▯	▯
28	▯	▯	▮	▯	▯
29	▯	▯	▯	▯	▮
30	▮	▯	▯	▯	▯
31	▯	▯	▯	▯	▯
32	▮	▯	▯	▯	▯
33	▯	▯	▯	▯	▯
34	▯	▯	▯	▯	▮
35	▯	▯	▮	▯	▯
36	▯	▯	▯	▯	▯
37	▯	▯	▯	▯	▯
38	▯	▮	▯	▯	▯
39	▯	▯	▯	▯	▮
40	▯	▯	▯	▯	▯

ALINEMENT DEXTERITY

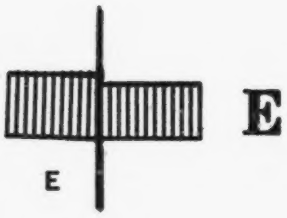
This test gives you a chance to show speed and accuracy. You do so by using a measuring gage to check the height of rectangles. (The measuring gage you use is like the one printed at the right. For the test, it will be a separate piece of paper that you compare with the rectangles of the test questions.)

You check only the height—the space between the *heavy* lines. The thin lines are to help you line up the measuring gage, which also has thin lines. In every question, *four* of the lettered rectangles match the spaces with the same letters on the measuring gage. One lettered rectangle does not match. This one is the answer.

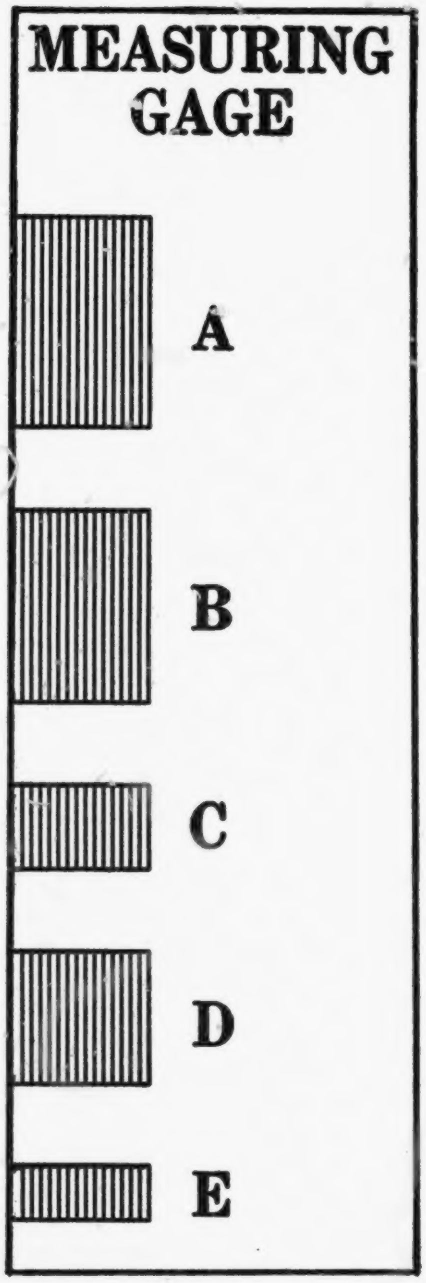
This matches.



This does NOT match.



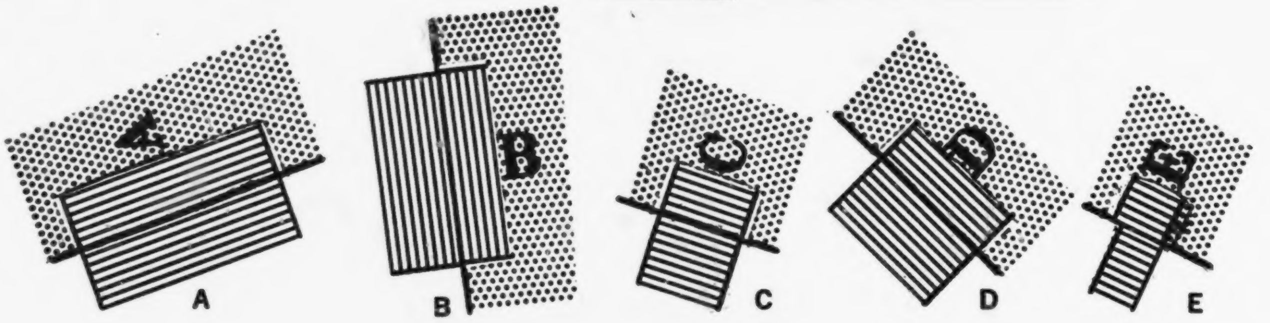
The two questions below show how you line up a measuring gage rectangle with a question rectangle to check the height. The measuring gage has been darkened to make it stand out. Notice that in 41 E is larger than measuring gage rectangle E.



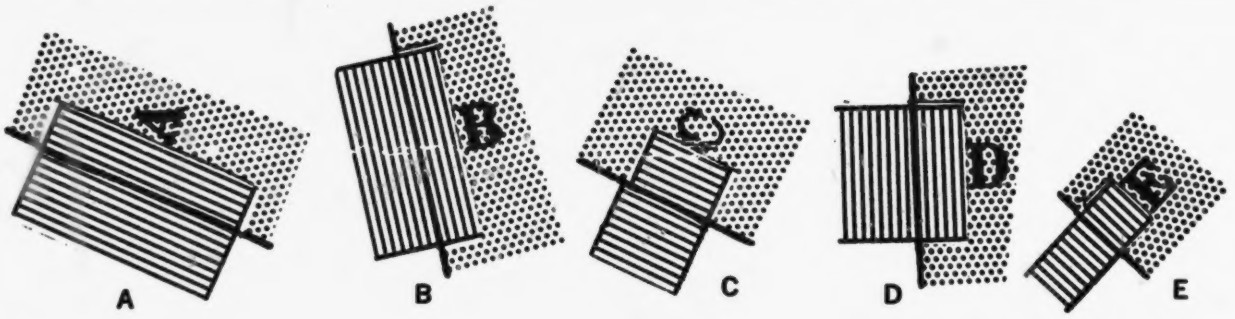
Sample Answer Sheet

	A	B	C	D	E
41	☐	☐	☐	☐	■
42	☐	☐	■	☐	☐

41.



42.



Sample Answer Sheet

	A	B	C	D	E
43	●	☐	☐	☐	☐
44	☐	●	☐	☐	☐

REASONING

Questions like those below do not test your reading, your spelling, or your memory. What they test is if you can figure out the rule that makes something go the way it does, and then follow the rule to find out what happens next. Each question shows a string of letters that follow some made-up rule and five sets of two letters after it. One of those sets continues the series the way it ought to go, and this is the answer. Seeing the alphabet set down may help you work out the questions.

a b c d e f g h i j k l m n o p q r s t u v w x y z

43. x c x d x e x

A) f x B) f g C) x f D) e f E) x g

In question 43 only A could be the answer because the rule is that the letters go in the right order, with x's in between. After the last x comes f, then another x.

44. u u t t s s r

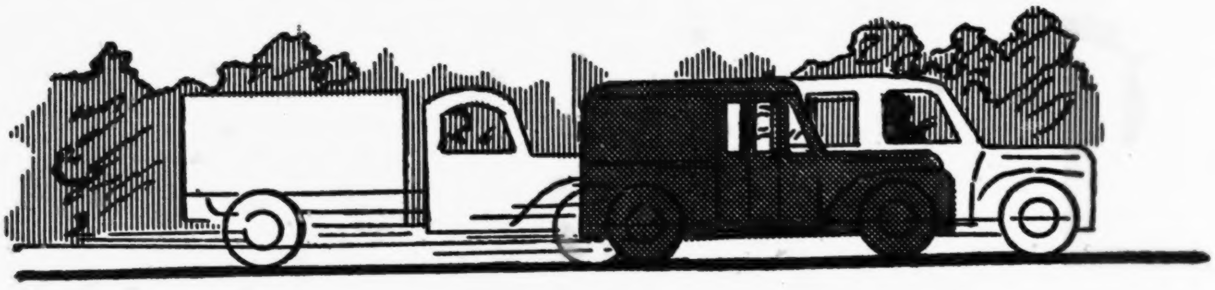
A) r r B) r q C) q r D) q q E) r s

TESTS FOR DRIVERS

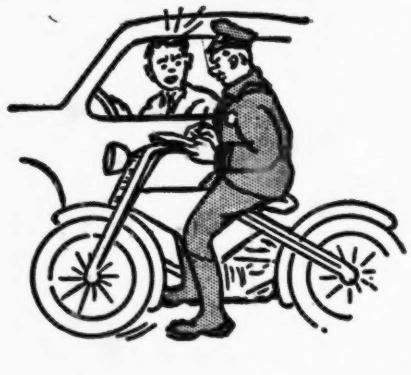
When you apply for a job you may have to fill out a form which tells all about the driving experience you have had—how many months or years you have driven a passenger car, a light truck, a heavy truck, or any other kind of motor vehicle; what accidents you have had; what kind of roads you have driven over, and in what seasons of the year. If you are considered for a job, you may have to take a road test in a Government vehicle, driving over a planned route with an examiner who will notice whether you have good driving habits and would be a safe driver for the Government to hire.

Then, if many of the people who apply for jobs as motor vehicle drivers are not very good at reading, all the applicants will have to take a test to see whether they can read road signs, make out reports on the vehicles they drive, and understand simple written instructions. Some of the questions in the test are like those that follow.

Picture 1.



Picture 2.



1. How many vehicles are in Picture 1?

3 vehicles
Write your answer for Picture 1 here.

2. Who is sitting on the motorcycle in Picture 2?

policeman
Write your answer for 2 here.

After you have written the answers to a good many questions in the test booklet, setting them down in a second one called the Answer Booklet, the first booklet with the pictures is taken away. Then you will get an answer sheet, and another booklet with some questions like the following. The answers you select from the answer booklet and mark on the answer sheet will be counted for your score on the test.

1. For question 1 on the answer sheet, look at your answer for Picture 1.
   Mark space A if only one vehicle is shown in the picture.
   Mark space B if only two vehicles are shown in the picture.
   Mark space C if only three vehicles are shown in the picture.
   Mark space D if only four vehicles are shown in the picture.
   Mark space E if only five vehicles are shown in the picture.
2. For question 2 on the answer sheet, look at your answer for Picture 2.
   Mark space A if a policeman is sitting on the motorcycle.
   Mark space B if a man in overalls is sitting on the motrcycle.
   Mark space C if a boy in a sport shirt is sitting on the motorcycle.
   Mark space D if a nurse is sitting on the motorcycle.
   Mark space E if a man with a white beard is sitting on the motorcycle.

The correct answers for questions 1 and 2 are marked. Look back at the handwritten answers above and see if you understand why the answers are C for 1 and A for 2.

Sample Answer Sheet

	A	B	C	D	E
1	▯	▯	▮	▯	▯
2	▮	▯	▯	▯	▯

READING FOR SAFETY

If you cannot read well, there are some tests that will show whether it is safe for you to work in a shop or factory. If you do not read the signs, you may be taking a chance of getting hurt or doing some damage. And remember the old saying: "Many a fellow who takes a chance wishes he could put it back."

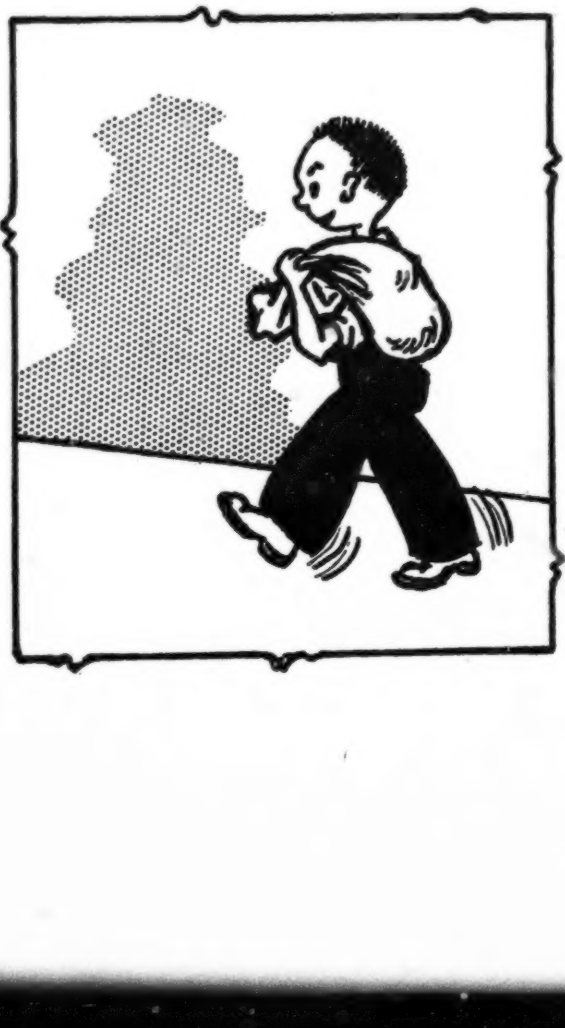
Three titles are given to you for each picture in this booklet.

Pick the one title that goes best with each picture.

Put a cross mark in the box after the best title.

Here is a sample.

The cross mark is already in this sample to show you how to mark the right answer.



SAMPLE 1.

CARRYING A BAG .... ☒
SMOKING .... ☐
SITTING DOWN .... ☐

In a little harder test you will write what the examiner says. Later on you will see a printed page that has some of the words you wrote, and some sentences. You are to mark an X beside the word you wrote, and another X beside the sentence that means the same as yours. Here is a sample. The examiner tells you to write sentence 1: "Keep gas in red can." You write it like this, on the line numbered 1:

1. Keep gas in red can.

Later you have this sheet to mark:

Words.		Sentence Meanings.	
1. gas	☒	1. Turn off the gas.	☐
grass	☐	Red can is for gas.	☒
trash	☐	Put gas in the truck.	☐

The marks have been put in the boxes to show you how to answer this sample question.

KNOWLEDGE OF TRADES

Sample Answer Sheet

	A	B	C	D	E
1	☐	☐	☐	■	☐
2	■	☐	☐	☐	☐

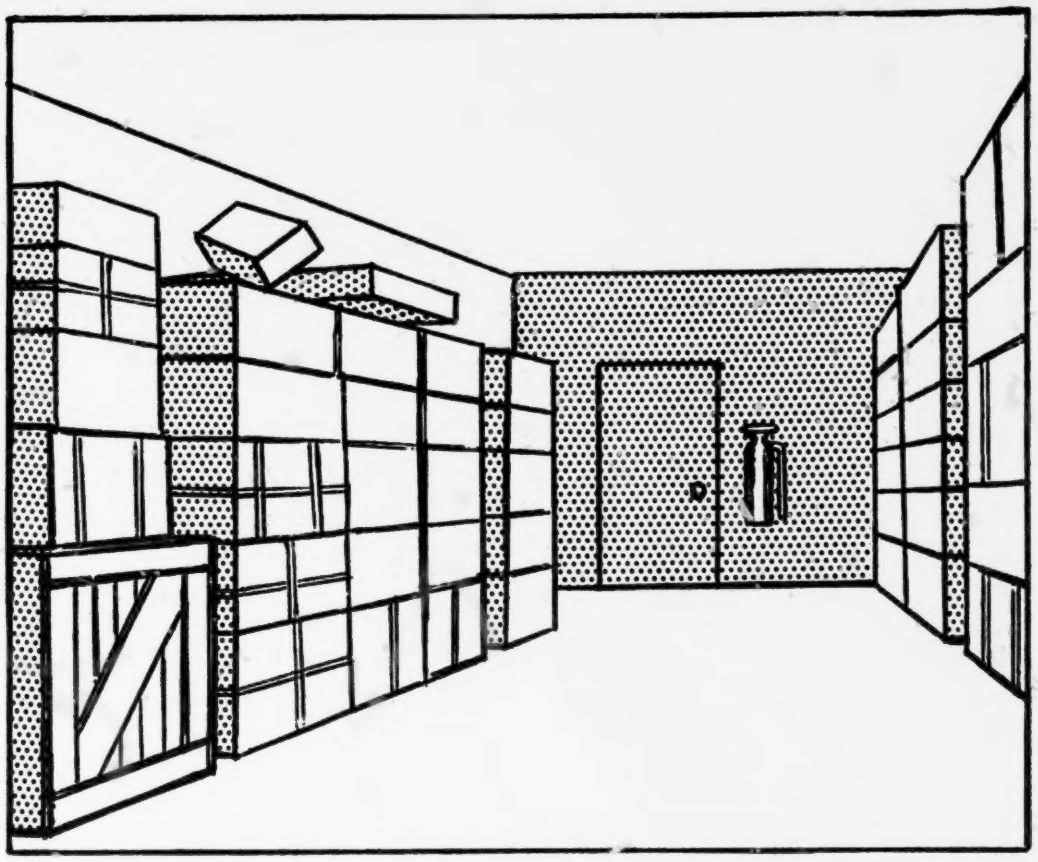
Sometimes previous experience in a trade is required for obtaining a job in that trade at any level higher than laborer or helper. If experience or training is required, the record of your experience or training may be verified, and this may be all that is needed. However, sometimes it is good to find out how much you know; so there may be a written test for some trades.

Some sample questions for various trades are given here. They are to show you what the questions look life. These questions are for many *different* trades. For any one job, you would be given only questions which apply to that job.

1. Electrical resistance is measured in
   A) watts
   B) volts
   C) amperes
   D) ohms

2. How is an armature usually tested for a short?
   A) with a growler
   B) with a test tube
   C) with a voltmeter
   D) with a micrometer

3. Look at the picture on the right. It shows the aisle of a warehouse. What is the outstanding error in the way this warehouse is run?
   A) careless stacking
   B) poor housekeeping
   C) paper hanging out
   D) box boards too wide
   E) broken strapping



4. Excessive backlash in the differential assembly of an automobile would most likely be caused by
   A) a worn universal joint
   B) worn differential gears and thrust washers
   C) chipped differential gears
   D) a bent axle shaft

5. Which of the following methods of drying manufactured machine parts is ordinarily considered *least* desirable?
   A) drying with compressed air
   B) drying by wiping
   C) drying in ovens
   D) drying with infra-red lamps

6. Outside calipers would be used mainly for
   A) finding the center of a round piece of work
   B) checking the diameter of a round piece
   C) determining the length of a shaft
   D) laying out an irregular casting

7. Which one of the following is not a recognized form of screw thread?
   A) acme
   B) square
   C) buttress
   D) jarno

8. A Woodruff key would most closely resemble which one of the following forms?
   A) triangle
   B) rectangle
   C) half-moon
   D) hexagon

9. The bit designed to drill a flat-bottomed hole in wood is
   A) an auger bit
   B) a countersink bit
   C) an expansive bit
   D) a Forstner bit

10. Which one of the following is *usually* installed diagonally?
    A) finished flooring
    B) sub-flooring
    C) base boards
    D) siding

11. Water can be removed from an air-brake system of a truck by
    A) closing the reservoir cock
    B) opening the reservoir cock
    C) applying the brakes
    D) releasing the brakes

12. The taper of a cylinder wall of an automotive engine can be accurately determined with
    A) an inside micrometer
    B) inside calipers
    C) an outside micrometer
    D) outside calipers

13. Radiating ribs are placed on automotive brake drums to
    A) heat the drums
    B) prevent skidding
    C) cool the drums
    D) decrease drum wear

14. The cores of electromagnets are usually made from
    A) soft iron
    B) steel
    C) copper
    D) carbon

15. Which of the following kinds of welding is commonly used in automobile body shops to join parts?
    A) forge welding
    B) electric arc welding
    C) thermit welding
    D) gas welding

16. In pipefitting, a die is used for
    A) threading
    B) planishing
    C) brazing
    D) cleaning

Sample Answer Sheet

	A	B	C	D	E
3	▮	▯	▯	▯	▯
4	▯	▮	▯	▯	▯
5	▯	▮	▯	▯	▯
6	▯	▮	▯	▯	▯
7	▯	▯	▯	▮	▯
8	▯	▯	▮	▯	▯
9	▯	▯	▯	▮	▯
10	▯	▮	▯	▯	▯
11	▯	▮	▯	▯	▯
12	▮	▯	▯	▯	▯
13	▯	▯	▮	▯	▯
14	▮	▯	▯	▯	▯
15	▯	▮	▯	▯	▯
16	▮	▯	▯	▯	▯

Sample Answer Sheet

	A	B	C	D	E
17	☐	☐	■	☐	☐
18	☐	☐	■	☐	☐
19	☐	■	☐	☐	☐
20	☐	■	☐	☐	☐
21	☐	■	☐	☐	☐
22	☐	■	☐	☐	☐
23	☐	☐	☐	■	☐
24	☐	☐	■	☐	☐
25	☐	☐	■	☐	☐
26	■	☐	☐	☐	☐
27	☐	☐	☐	■	☐
28	☐	☐	☐	■	☐
29	☐	☐	■	☐	☐
30	☐	☐	☐	■	☐
31	■	☐	☐	☐	☐
32	☐	☐	■	☐	☐
33	☐	☐	☐	■	☐
34	☐	■	☐	☐	☐
35	☐	■	☐	☐	☐
36	■	☐	☐	☐	☐

17. A backing ring is used with which one of the following joints in pipefitting?
    A) slip flange
    B) expansion
    C) sleeve-weld
    D) butt-weld

18. A lag screw is usually tightened with a
    A) hammer
    B) screw driver
    C) wrench
    D) brad awl

19. A scale of 4" to the foot is the same as
    A) ¼ size
    B) ⅓ size
    C) ½ size
    D) full size

20. The length of a fourpenny nail is
    A) 1"
    B) 1½"
    C) 2"
    D) 4"

21. A drawknife is used for
    A) drilling
    B) planing
    C) shearing
    D) reaming

22. A metal box or square pan can *best* be made on a
    A) cornice brake
    B) finger brake
    C) forming roll
    D) setting down machine

23. To prevent a cylinder from slipping down too far into another cylinder, in sheet-metal work, it should be
    A) crimped
    B) peened
    C) planished
    D) beaded

24. Prick punch marks are made in a grooved seam in sheet-metal work to
    A) aline the seam
    B) flatten the seam
    C) lock the seam
    D) countersink the seam

25. A piece of 1" x 3" lumber when dressed is expected to measure
    A) ⅞" x 2⅝"
    B) ⅞" x 2⅞"
    C) ¾" x 2⅝"
    D) 15/16" x 2¾"

26. To cut out a circle in a woodworking shop, which machine would generally be used?
    A) band saw
    B) planer
    C) resaw
    D) jointer

27. A stock voltmeter has a 0 to 500 volt scale. If its resistance is not altered, it will read
    A) voltages from 0 to 500
    B) only 0 or 500 volts
    C) any voltage
    D) any multiple of 500 volts

28. The wave form for a.c. is
    A) figure eight
    B) sawtooth wave
    C) square wave
    D) sine wave

29. Asbestos cement should be mixed with
    A) kerosene
    B) alcohol
    C) water
    D) linseed oil

30. Which one of the following tools is commonly used in the pipe covering trade?
    A) micrometer
    B) drill
    C) plane
    D) trowel

31. Which one of the following is *not* used in pipe covering?
    A) bond paper
    B) tar paper
    C) asbestos paper
    D) rosin-sized paper

32. Acetylene regulators can be attached to
    A) acetylene cylinders and oxygen cylinders
    B) acetylene cylinders and hydrogen cylinders
    C) acetylene cylinders only
    D) all three types of cylinders

33. Acetylene gas is obtained by mixing calcium carbide with
    A) acid
    B) oil
    C) alcohol
    D) water

34. In order to change gas torch tips, it is necessary to
    A) shut off cylinder valve
    B) close torch valve
    C) open regulator screws
    D) disconnect hoses

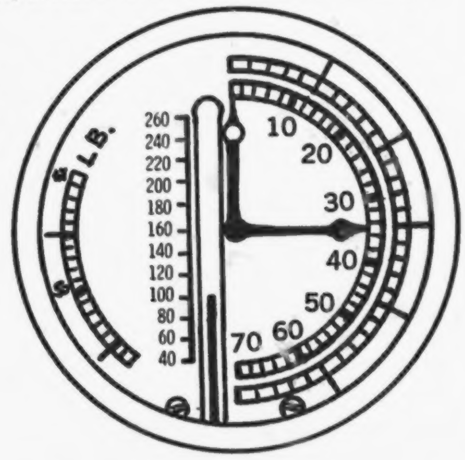
35. For what purpose is silica gel used in a refrigeration system?
    A) as a moistening agent
    B) as a drying agent
    C) as a hardening agent
    D) as a refrigerant

36. A protractor is used to measure the
    A) angle
    B) height
    C) temper
    D) surface hardness

37. The taper attachment is most commonly used on the
- A) milling machine
- B) planer
- C) gear cutter
- D) lathe

38. When should putty be applied, if new woodwork is to receive two coats of paint?
- A) before the first coat is applied
- B) after the first coat is applied, but before it dries
- C) after the first coat has dried, but before the second coat is applied
- D) after the second coat is applied

39. What temperature is shown in the drawing below?
- A) 75
- B) 35
- C) 15
- D) 100

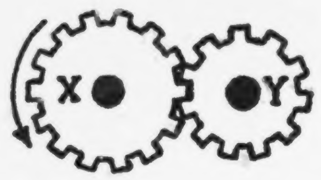


Sample Answer Sheet

	A	B	C	D	E
37	☐	■	☐	☐	☐
38	■	☐	☐	☐	☐
39	☐	☐	☐	■	☐

APPRENTICE EXAMINATION

QUESTIONS 1 AND 2 ARE SAMPLES OF THE ARITHMETIC PROBLEMS.



1. If gear X in the above illustration turns at the rate of 55 revolutions per second, gear Y will turn at the rate of
- A) 27 revolutions per second
- B) 43 revolutions per second
- C) 70 revolutions per second
- D) 110 revolutions per second
- E) 165 revolutions per second

2. Two parallel pipes are open at one end. They are to be joined by connecting an elbow to each and connecting the elbows with a new length of pipe. The center-to-center distance between the parallel pipes is 11 feet 3 inches. If the centerline of one of the parallel pipes is extended into the elbow, the distance from the extended centerline to the outer rim of the elbow where the new pipe will be joined is $1\frac{15}{16}$ inches. The length of the effective thread of the pipe where it enters the elbow is 1 inch. How long should the pipe be cut?
- A) 11 feet ⅝ inch
- B) 11 feet 1⅛ inches
- C) 11 feet 1⅞ inches
- D) 11 feet 3 inches
- E) 11 feet 4⅛ inches

QUESTIONS 3 THROUGH 6 ARE SAMPLES OF THE ALGEBRA PROBLEMS.

3. If $n=4$, then n^3+4 is equal to
- A) 8
- B) 11
- C) 16
- D) 28
- E) 68

4. (y^2+y+4) multiplied by $(y-1)$ equals
- A) y^3+y^2-4
- B) y^3+3y-4
- C) y^3-2y^2+5y-4
- D) y^3+y^2+4y-4
- E) y^3+2y^2+4y-4

5. If $3x=\frac{x}{2}+10$, then the value of x is
- A) 2
- B) 2½
- C) 4
- D) 5
- E) 10

6. $2a^2+5a-12$ is the same as
- A) $(a-3)(a+4)$
- B) $(a+4)(2a-3)$
- C) $(2a+3)(a-4)$
- D) $(2a+6)(a-2)$
- E) $(2a-2)(a+6)$

QUESTIONS 7 AND 8 ARE SAMPLES OF THE PHYSICS PROBLEMS.

7. If a baseball were dropped from the top of a 600-foot tower, how far would it fall in 5 seconds?
- A) 80 feet
- B) 120 feet
- C) 160 feet
- D) 400 feet
- E) 600 feet (the height of the tower)

8. An object which is 1 cubic foot and weighs 56.2 pounds floats in water. What percent of it is under water?
- A) 2%
- B) 10%
- C) 56%
- D) 90%
- E) 98%

Sample Answer Sheet

	A	B	C	D	E
1	☐	☐	■	☐	☐
2	☐	■	☐	☐	☐
3	☐	☐	☐	☐	■
4	☐	■	☐	☐	☐
5	☐	☐	■	☐	☐
6	☐	■	☐	☐	☐
7	☐	☐	☐	■	☐
8	☐	☐	☐	■	☐

QUESTIONS 9 THROUGH 13 ARE SAMPLES OF THE GEOMETRY PROBLEMS.

9. Line XY crosses line VW at Point P. Which of the following pairs of statements is correct about Angles WPY, XPV, and XPW?
   A) Angle WPY always equals Angle XPV.
      Angle WPY always equals Angle XPW.
   B) Angle WPY always equals Angle XPV.
      Angle WPY equals Angle XPW in some cases, not in others.
   C) Angle WPY equals Angle XPV in some cases, not in others.
      Angle WPY always equals Angle XPW.
   D) Angle WPY always equals Angle XPV.
      Angle WPY never equals Angle XPW under the given conditions.
   E) Angle WPY equals Angle XPV in some cases, not in others.
      Angle WPY never equals Angle XPW under the given conditions.

Sample Answer Sheet

	A	B	C	D	E
9	▯	▮	▯	▯	▯
10	▯	▯	▯	▮	▯
11	▯	▯	▯	▮	▯
12	▯	▯	▯	▯	▮
13	▯	▯	▮	▯	▯

10. Two lines, AB and CD, cross at Point O, center of circle O. Two other lines, EF and GH, cross within the circle at Point P, which is *not* on Point O. Points A, B, C, D, E, F, G, and H are all on the circumference of the circle. Which of the following pairs of statements is correct about AB, CD, EF, and GH?
    A) AB always equals CD.
       AB always equals both EF and GH.
    B) AB always equals CD.
       AB equals both EF and GH in some cases, not in others.
    C) AB equals CD in some cases, not in others.
       AB always equals both EF and GH.
    D) AB always equals CD.
       AB never equals both EF and GH under the given conditions.
    E) AB equals CD in some cases, not in others.
       AB never equals both EF and GH under the given conditions.

11. In triangles ABC and DEF, AB equals DE, Angle ABC equals Angle DEF, and BC equals EF. Which of the following pairs of statements is correct about Angles BAC and EDF and about sides AC and DF?
    A) Angle BAC always equals Angle EDF.
       AC always equals DF.
    B) Angle BAC always equals Angle EDF.
       AC equals DF in some cases, not in others.
    C) Angle BAC equals Angle EDF in some cases, not in others.
       AC always equals DF.
    D) Angle BAC always equals Angle EDF.
       AC never equals DF under the given conditions.
    E) Angle BAC equals Angle EDF in some cases, not in others.
       AC never equals DF under the given conditions.

12. A quadrilateral is inscribed in a circle. The interior angles of the quadrilateral are numbered consecutively, in a clockwise direction, Angle 1, Angle 2, Angle 3, and Angle 4, so that Angle 1 is opposite Angle 3 and Angle 2 is opposite Angle 4. Which of the following pairs of statements about the angles is correct?
    A) Angle 1 always equals Angle 2.
       The sum of Angle 1 plus Angle 3 is always more than 2 right angles.
    B) Angle 1 always equals Angle 2.
       The sum of Angle 1 plus Angle 3 is more than 2 right angles in some cases, not in others.
    C) Angle 1 equals Angle 2 in some cases, not in others.
       The sum of Angle 1 plus Angle 3 is always more than 2 right angles.
    D) Angle 1 always equals Angle 2.
       The sum of Angle 1 plus Angle 3 is never more than 2 right angles under the given conditions.
    E) Angle 1 equals Angle 2 in some cases, not in others.
       The sum of Angle 1 plus Angle 3 is never more than 2 right angles under the given conditions.

13. In triangle ABC, BD is drawn perpendicular to AC. Which of the following pairs of statements is correct about Angles ABD and DBC and about Angles ADB and BDC?
    A) Angle ABD always equals Angle DBC.
       Angle ADB always equals Angle BDC.
    B) Angle ABD always equals Angle DBC.
       Angle ADB equals Angle BDC in some cases, not in others.
    C) Angle ABD equals Angle DBC in some cases, not in others.
       Angle ADB always equals Angle BDC.
    D) Angle ABD always equals Angle DBC.
       Angle ADB never equals Angle BDC under the given conditions.
    E) Angle ABD equals Angle DBC in some cases, not in others.
       Angle ADB never equals Angle BDC under the given conditions.